

Application Process for Water Authority Open Positions

To ensure that your application is accepted and completed correctly, please read these instructions carefully. For instructions on how to log in, please refer to the NEW or RETURNING USER documents.

IMPORTANT FACTS!

- You can start an application and return to finish it later but once you click 'APPLY', you CANNOT go back and make changes or delete the application!
- You must complete your application by the position's posted close date.
- All applications submitted retrieve your 'Name and Address (Profile)' information. This information is populated each time you apply for a position. If you have applied for previous positions, the system will present you with the previously entered information. You can update it if it has changed and your 'master' information will be updated. This means that all positions you apply for are accessing the information in the system at that time!

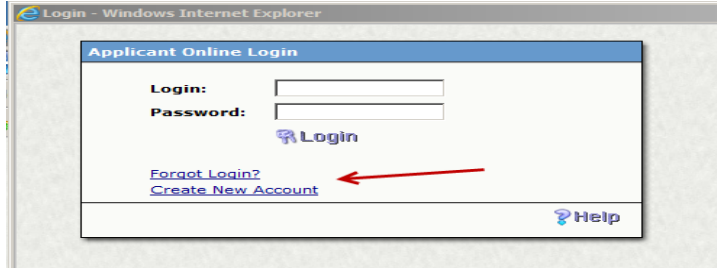
Items to gather before you start!

1. To/from dates for all work history and issue/expiration dates for licensures and certifications.
2. Education documentation (diploma, transcripts) related to the position for which you are applying.
3. Institution names/addresses/email addresses/phone numbers for work history, education, and references.
4. Job titles and supervisors and their titles for your work history and/or references.
5. GPA (grade point average) or scores (work keys or tests) applicable to the position.
6. Soft copy documents (attachments):
 - NM State licenses (including driver's license, CDL, electrician, plumbing, etc.)
 - Diplomas, GPA, transcripts for higher education
 - WorkKey scores (from DOL) or Other Test Scores required for the position.

***Do not attach resumes or other documents not required by the position(s); only those attachments required for the position will be reviewed.

If, after carefully reading this document, you encounter technical difficulties with the on-line application process, please contact the Water Authority's Helpdesk at itservicedesk@abcwua.org

NOTE: The order of instructions in this documentation assumes you have 'Logged In' (see New User or Returning User documentation on the Home page). However, if you start the process by clicking on an Open Position and then clicking 'Apply', the system will require you to log in (returning users) or Create New Account (new users) at that time.



APPLYING for a position:

You can start the Application Process by clicking on the 'Open Positions' link on the left side of the screen (see sample result below), which will present a list of positions for which you can apply including their closing date (please note the closing date of the position as you must complete the application by this date).

Click on the Position link to start your application.

Open Positions			
Use the Search Field to Locate Desired Positions			
Position	Type	Posted	Closing
Accounting Specialist	Ww Soil Amendment Facility	11/1/2013	1/28/2014
Line Location Supervisor	Wa Customer Requests	1/3/2014	1/24/2014
Safety Instructor	Safety	1/3/2014	1/24/2014
Ops/Maint Supv-drinking Water	Ww Plant Surface Water Trmt	10/1/2013	1/31/2014
Stockkeeper 2	Finance	12/1/2013	1/27/2014
Training Specialist	Human Resources	12/26/2013	1/24/2014

OR

You can resume a position that you have previously started by clicking on the 'Applications' link on the left side of the screen and then click on Resume Application (only applicable if the Closing Date has not passed) on the specific position.

Applications			
Position	Status	Application Information	Posting Type
SAFETY INSTRUCTOR	Incomplete	Resume Application	Both

NOTE: If you have already started an application for a position, you can click on the Position link on the Applications page and YOUR application, as completed thusfar, will appear. You can verify your entries before APPLYING by reviewing them here (an example is shown at the end of this document).


Position	Status	Application Information	Posting Type
QUALITY ASSURANCE SYSTEM MGR	Incomplete	Resume Application Applied on 9/5/2014 7:33:47 AM	Both
WASTEWATER WORKER HELPER	Submitted	Resume Application Applied on 9/5/2014 8:03:40 AM	Both
OPS/MAINT SUPV WR PLANT MAINT	Incomplete	Resume Application Applied on 9/5/2014 7:58:47 AM	Both
HEAVY EQUIPMENT MECHANIC- SS	Submitted		
G.P.S. ADMINISTRATOR	Submitted		

When you click on Resume Application, this will place you on the last page you entered for this position (circled page number). Note the page number links at the top; you can toggle back to previously completed pages as well.

(NOTE: If instead of clicking on the 'Open Positions' link on the left, you click on a position in the 'Recent Positions' list on the right side of the AO HOME page, the system opens up a separate window. The display in the new window will not have a 'back' option on the screen because it is a separate window.)

Once you click the Open Positions Link, you can then click on the link for the position you are interested in and the system will display IMPORTANT information about that Open Position.

It is critical to review/read this information to judge if the position is one for which you want to apply AND whether you meet the **minimum** requirements of the position. Applications that do not meet the minimum qualifications will not be considered for that position.

Position Description 

Job Title: Ops/Maint Supv-drinking Water **1** **Location:** Wa Plant-sjcwtp **3**
Posted: 10/1/2013 **Closing:** 1/31/2014 **4**
Salary Range: \$21.38 - \$22.68 **2**

Job Summary: PLAN AND COORDINATE OPERATIONS, ACTIVITIES AND MAINTENANCE OF A DRINKING WATER COLLECTION, TREATMENT AND/OR DISTRIBUTION SYSTEM. ENSURE COMPLIANCE WITH STATE AND FEDERAL ENVIRONMENTAL REGULATIONS RELATING TO PUBLIC HEALTH AND WELFARE. **5**

[View Job Description](#) **6**

Requisition Specific Notes: JOB SPECIFIC ADDITIONS: NM WATER SAFETY CLASS COMPLETION PREFERENCE GIVEN TO CLASSES IN WATER CONSERVATION. **7**

Degree Requirements:
High School Graduate Or GED

Hurdle Requirements: **8**
Wk-workplace Observation
Wk-reading For Information

License Requirements:
Drivers License
Nm Water Systems Level IV

[Back](#) [Apply](#)

1. Official Job Title
2. Salary Range
3. Physical location of the position
4. Closing date for the requisition
5. Brief high level Job Description
6. Link to the full Job Description (important requirement information is contained here!)
7. Special/unique/additional requirements or information on the position.
8. Minimum requirements to qualify to apply

If you meet the minimum qualifications and are interested in the position, you should read the FULL Job Description by clicking on the View Job Description link. The full job description is valuable for understanding the full scope of the position’s education and skill requirements.

Position Description ? Help

Job Title: Accounting Specialist **Location:** Ww Soil Amendment Facility
Posted: 3/8/2014 **Closing:** 4/22/2014
Salary Range: \$12.99 - \$15.52

Job Summary: PERFORM A VARIETY OF ROUTINE BASIC BOOKKEEPING AND ACCOUNTING DUTIES TO INCLUDE RECONCILING OF VARIOUS DATA, ACCOUNTS PAYABLE OR RECEIVABLE, FINANCIAL RECORD KEEPING, PROCESSING PAYMENTS, AND COURTEOUSLY RESPONDING TO CUSTOMER INQUIRIES.

[View Job Description](#)

Degree Requirements:
High School Graduate Or GED

Hurdle Requirements:
Accounting Credit Hours

License Requirements:
Drivers License

Link to full Job Description

← Back Apply

Example of a partial Job Description below:

ABCWUA Position Description

ACCOUNTING SPECIALIST

Status	Position Code	Level	Date
APPROVED	ACAS	A05	Nov 2013

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION

Perform a variety of routine basic bookkeeping and accounting duties to include reconciling of various data, accounts payable or receivable, financial record keeping, processing payments, and courteously responding to customer inquiries.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

HIGH SCHOOL GRADUATE OR GED

MIN EDUC & EXPER REQUIREMENTS

RELATED EDUCATION AND EXPERIENCE MAY BE INTERCHANGEABLE ON A YEAR FOR YEAR BASIS.

HIGH SCHOOL DIPLOMA OR GED SUPPLEMENTED BY SIX (6) CREDIT HOURS OF COLLEGE-LEVEL COURSEWORK IN ACCOUNTING OR A RELATED FIELD, PLUS THREE (3) YEARS BASIC BOOKKEEPING OR ACCOUNTING EXPERIENCE. THE SIX (6) CREDIT HOURS OF COLLEGE-LEVEL COURSEWORK ARE NOT INTERCHANGEABLE.

ADDITIONAL REQUIREMENTS

BILINGUAL SKILLS ARE DESIRABLE SOME POSITIONS MAY REQUIRE CRIMINAL BACKGROUND CHECK POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

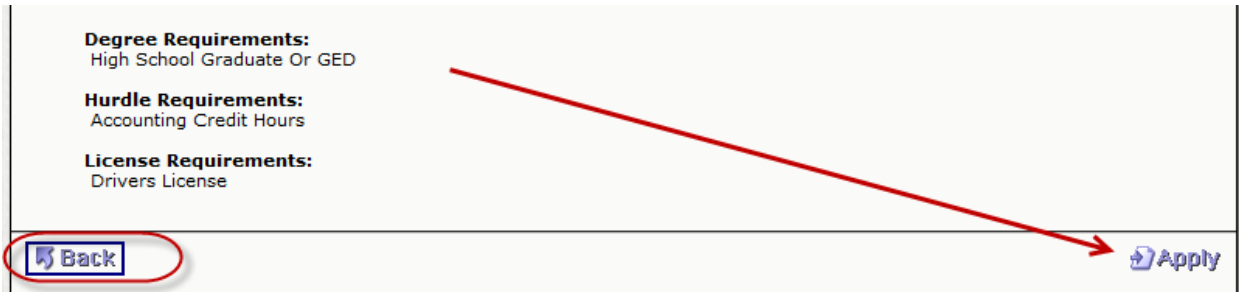
SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL ADMINISTRATIVE STAFF.



If you want to apply, click the 'Apply' link in the bottom right corner.

If you want to go back to the list of open positions, click the 'Back' link in the bottom left corner (if the display is in a separate window, click the X to close this window and return to the Open Positions in the previous window.)



The system will display the pages that are required to apply starting on page 1.

Carefully read the Instructions shown on each of the pages!

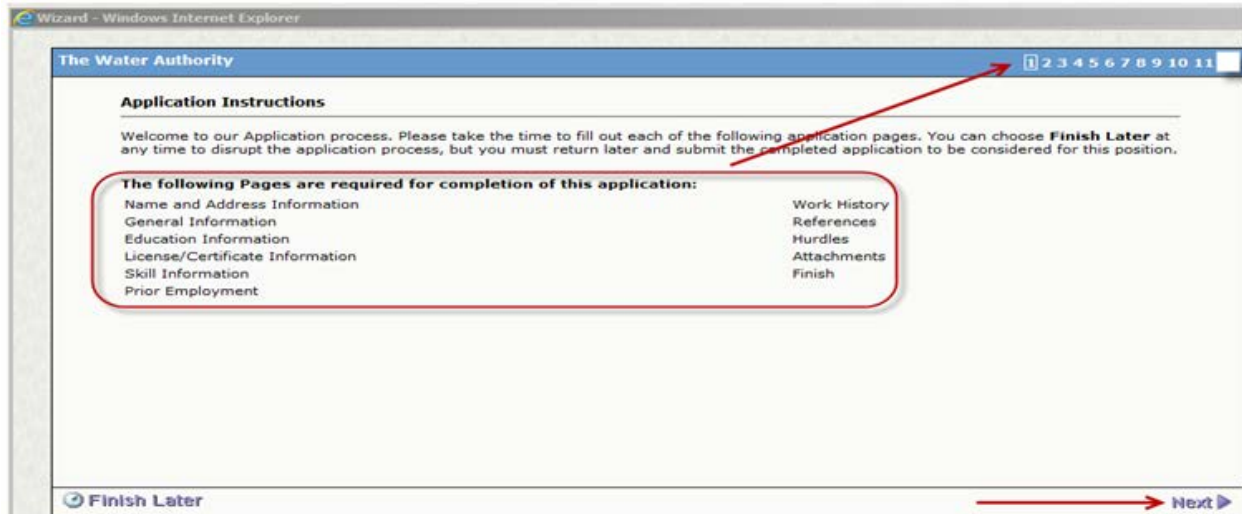
Make sure that your screen display is fully open and displaying all the information on the pages.

Click NEXT, in the bottom right corner, to go forward.

To go back to a previous page, first click Finish Later to save your application; then click the page numbers in the upper right corner to access those pages you have already completed. (see above for how you can VIEW the information you have entered on your application).

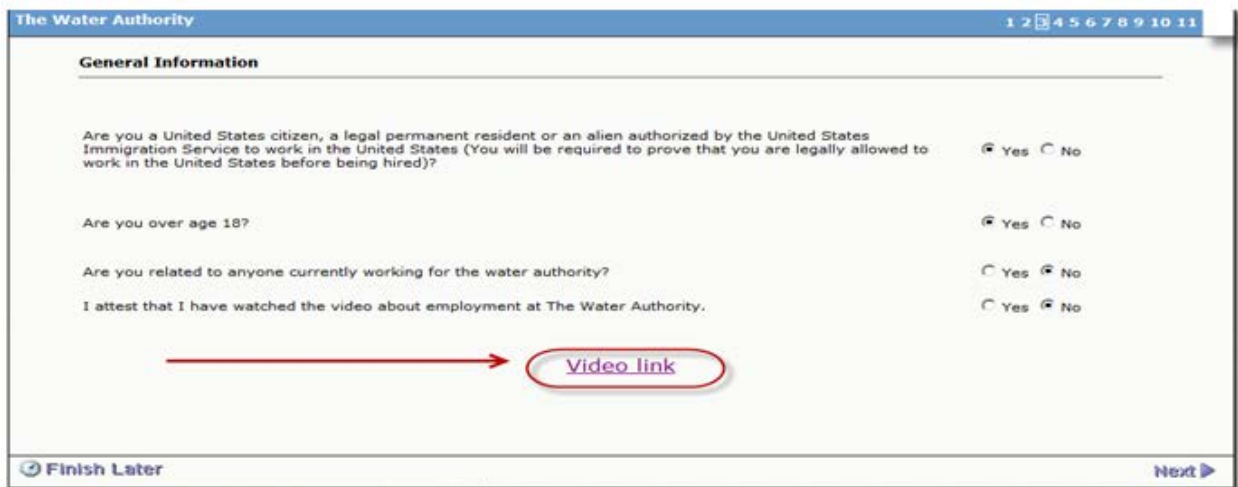
NOTE: If you have applied for a position in the recent past, some of the pages will pre-populate with data. Pages for Education, Work History, Skills, etc. will have items already displayed at the top of the screen. You can delete or add items as required when you are on that page.

Page 1 is general application information.



Page 2 is your Name/Address/Phone information. Depending upon how you signed on and whether you are applying for a new position or resuming a previous one, review this information and if changes are needed, modify the appropriate fields and then click Next.

Page 3 is the 'General Information' page. There are 4 questions.



Question 1 – You will be required to prove you can legally work in the United States.

Question 2 - If you answer that you are under 18, the system will display the message below. You are not disqualified from applying.



Question 3 – If you have a relative who works for the Water Utility Authority (WUA), click yes. You will not be disqualified from employment; the information is required to avoid conflict of interest. If you indicate you are related to a WUA employee, the screen will display the boxes to be entered.

Are you related to anyone currently working for the water authority? Yes No

Relative name:

Relative relationship:

Question 4 - Is related to the video you are required to watch. If you have not watched it and click No, a link will appear for you to do so now (see Video Link above.) Watch the video, and then click YES to this question.

Page 4 is Education Information. Enter the information at the bottom of the page and click the 'Add Information' box. The information will then display at the top. You CANNOT edit the information once you have clicked Add Information. So REVIEW CAREFULLY before hitting Add Information.

However, if you make an error, you can delete the information at the top and reenter if needed.

The Water Authority 1 2 3 4 5 6 7 8 9 10 11

Education Information
You must attach documentation i.e. transcripts, diplomas, certificates later in this application process, to support education, licensure, certificates, work keys scores, etc.

Degree	School/Institution	Major	Minor	Date	GPA	
Bachelors	Baylor University	Environmental Science		5/30/1985	3.7	Delete

Add Education Information

Degree:

School/Institution:

Major:

Minor:

Issue Date (mm/dd/yyyy):

If Other,

If Other,

GPA:

Add Information

After all fields are completed, click on the Add Information button. Repeat if more than one Education Type. When all the information has been added, verify all information appears at the top of this screen, then click on the Next button in the lower right corner of the page.

Finish Later Next

If High School/GED is your highest completed level of education, skip to the Issue Date box.

Add Education Information

Degree: ←

School/Institution:

Major:

Minor:

Issue Date (mm/dd/yyyy): ←

If Other,


If Other,

GPA: ← **if known**

Add Information

If (in addition to High School/GED) you have started/attended college but not yet achieved a degree, in the Degree box choose 'No Degree' and enter in the school you are attending(ed) from the drop down.


Add Education Information

Degree: 

School/Institution: If Other,

Major: If Other,

Minor:

Issue Date (mm/dd/yyyy):  GPA:

Page 5 is to record licenses, certifications, or other items that you possess and are relevant to the position for which you are applying. Those that the position may require (please see Position Description Item 8 above) will be found in the drop down list. If you have another certification type related to the position but not in the drop down, choose OTHER and enter in the description.

You will need to attach proof of the licensure (instructions follow later in this document).

For licenses that do NOT have an expiration date, enter 12/31/2050 in the expiration date box.


The Water Authority 1 2 3 4 5 6 7 8 9 10 11



License/Certificate Information

License/Certificate	Issue Date	Expiration Date	
DRIVERS LICENSE	9/2/2008	10/15/2015	Delete
NM WATER SYSTEMS LEVEL I	5/13/2011	5/13/2016	Delete

Add License/Certification Information

License/Certificate Type: If Other

Issue Date: 

Expiration Date:   If license does NOT expire, please enter 12/31/2050.

*After all fields are completed, click on the **Add Information** button. Repeat if more than one License or Certificate Type. When all the information has been added, verify all information appears at the top of this screen, then click on the **Next** button in the lower right corner of the page.*

Page 6 is to record Skills that you possess and that are relevant to the position and the years from experience or education for each of the skills.

Choose those skills you possess and are required/relevant to the position from the drop down menu; or choose Other and enter the skill type in the box.

Skill Information			
Skill	Experience	Education	
Dispatching	20.		Delete
Laboratory Analysis	6	2	Delete

Add Skill Information

Skill:

Years from Experience:

Years from Education:

If Other:

*After all fields are completed, click on the **Add Information** button. Repeat if more than one Skill Type. When all the information has been added, verify all information appears at the top of this screen, then click on the **Next** button in the lower right corner of the page.*

Page 7 is the Prior Employment page. This is referring to Water Authority prior employment.

The Water Authority 1 2 3 4 5 6 7 8 9 10 11

Prior Employment

Have you ever been employed by the Water Authority in the past? Yes No

If **Yes**, please list position:

From: To:

Have you ever been discharged from The Water Authority or resigned in lieu of discharge? Yes No

Page 8 is your Work History - START WITH THE MOST RECENT FIRST!

(as with other screens, you cannot edit the entry once you save and it moves to the top of the screen; you can only delete it and re-enter!).You can do 'Finish Later' and go back to the application link and view what you have entered for work history before hitting apply.)

Employer	Position	From	To	
Water Authority	ERP Manager	4/20/2012	3/3/2014	Delete
City of Albuquerque	Paymaster	4/5/2005	4/19/2012	Delete

Add Work History (List most recent job first)

Employer/Address

Employer:
Address:
Zip:
Supervisor: Telephone:
Ok to contact: Yes No

Position Information

Position Title: Work Type:
Did / Do you supervise? Yes No How long (years):
Job Duties / Responsibilities (250 character maximum):
Employed Dates From (mm/dd/yyyy) To (mm/dd/yyyy)
Last Salary: Full or Part Time:
 Annual Hourly
Reason for leaving:
If other, please explain your reason:

After all fields are completed, click on the **Add Information** button. Repeat if more than one Work History Type. When all the information has been added, verify all information appears at the top of this screen, then click on the **Next** button in the lower right corner of the page.

Use today's date as the TO date and then indicate 'STILL EMPLOYED' in the 'Reason for Leaving' drop down if you are entering the Work History for your current position.

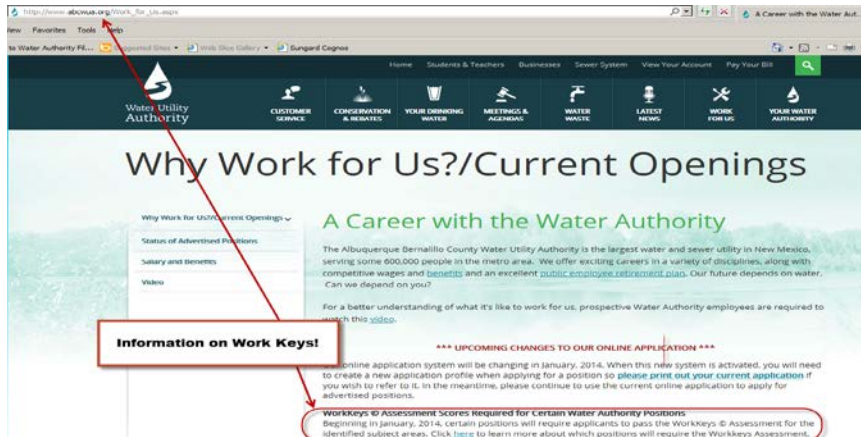
A telephone number is required for your supervisor.

The Job Duties box is limited to 250 characters. Enter, in brief form, items that have NOT been provided on previous screens and are relevant to the position.

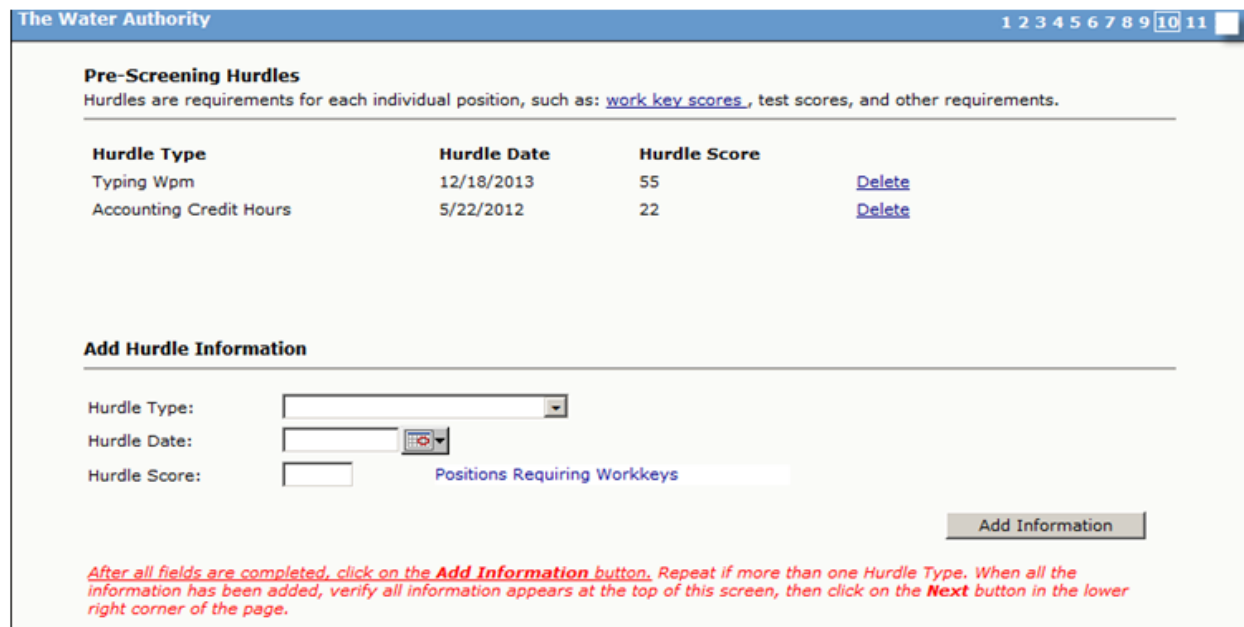
Page 9 is the Professional References page and a minimum of 3 are required. Note that if you have never worked, personal references will be accepted. Title, Organization and phone number are required. An email address is also preferred.

Page 10 is the Hurdles Page. Hurdles are defined as Skills/WorkKeys/Credit Hours/etc. where a 'minimum' requirement/score has been defined within the Job Description.

An example is a position that requires a minimum number of accounting credit hours or a position that requires a minimum typing speed. Another important example is WorkKeys where a Job requires a minimum score on a WorkKey test. You can go to www.abcwua.org and read about WorkKeys requirements (documentation is required for these items; instructions on attachments is provided later in this document.)



Please refer to the Position POSTING and/or the Job Description to verify the hurdles that may be required to qualify for the position.



Choose the Hurdle type from the drop down. Enter the date of accomplishment/testing and the score or number attained. Click 'Add Information.'

If no hurdles are required for the position for which you are applying, you can skip this page.

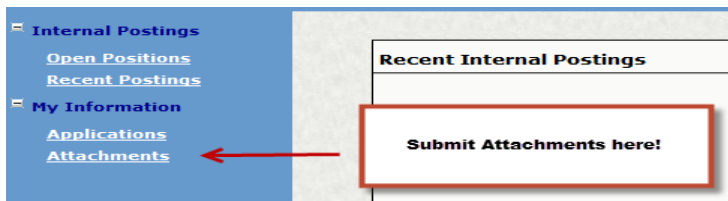
Page 11 is where you submit your application. Read the instructions carefully. **Once you click APPLY, you cannot change or delete the application.** If you are not yet ready to complete the process, click FINISH LATER but make sure you complete the application before the closing date to be considered. You can also go back to the applications link and review all your entries before coming back and clicking APPLY.



Once you click APPLY, you will get the message below.



NOW YOU SUBMIT YOUR ATTACHMENTS - Return to the Home Page.



Notes for attachments: ONLY attach documents relevant to position(s) for which you are applying.

Some suggested naming conventions for these required attachments:

To assist us in reviewing your documents, please note the suggested naming conventions for some of your documents/attachments.

- DL for Driver's License or CDL for Commercial Driver's License
- HSGED, ASSOC, BACH, MSTRS, PHD for /education/diplomas.
- TRANSCR for educational transcripts.
- WK for WorkKey scores and HURDLE for other tests/scores
- LIC_____ for NM State Licenses (electricians', plumbers, etc.)
- CERT_____ for specific certifications
- OTH_____ (Ex: OTHCPCERT - if a requirement is noted for specific items not yet covered).

*Do NOT attach letters of recommendation, resumes, or certifications not required for the position(s) as these will not be reviewed.

Application Review or Apply for another position.

You can go back to the AO Home Page and click on Applications and see the link to the positions you have applied for or have in process.

If you click on the Position Title, your application will come up and you can review it or print it.

Application Report

Name Information

Login: [redacted]
First Name: [redacted] Middle Initial: A Last Name: [redacted]
Social Security Number: [redacted]

Address Information

Address Line 1: [redacted]
Address Line 2: [redacted]
City: RIO RANCHO State: NM
Zip: 87144 - Country: USA
Email: [redacted]@abcwua.org
Phone Number1: PR (505) 994-[redacted]
Phone Number2: OF (505) 768-[redacted]
Phone Number3: [redacted]

General Information

Are you a U.S. citizen? Yes
Are you over age 18? Yes
Are you related to anyone currently working for The Water Authority? No
Name of relative:
Relationship of relative:
I attest that I have watched the video about employment at The Water Authority. Yes

Education Information

Education Level Achieved	School/Institution	Major	Minor	Issue Date	GPA
Bachelors	California St Fresno				

License/Certificate Information

License/Certificate	Issue Date	Expiration Date
Drivers License	9/2/2008	10/15/2015
Nm Water Systems Level I	5/13/2011	5/13/2016
Other CPP-Certified Payroll Professional	5/31/1990	12/31/2050

YOU'RE DONE! You can close the windows and log off or apply for another position.