

Common Questions

What is the best way to find out about the City's job openings?

Answer: The City publishes its job openings in local and surrounding newspapers, on its website at yubacity.net, or other local and national websites, on Comcast channel 19 to the local community-based organizations, and in the Human Resources Department located at City Hall. You can also reach the City's 24-hour job line at 530 822-4766 for the current list of the City of Yuba City's job openings. The job line is updated on a weekly basis.

What is the best way to apply for a job with the City of Yuba City?

Answer: The City of Yuba City has an excellent web-based application system called CalOpps. CalOpps was created to showcase the exciting public agency opportunities in one dynamic use-friendly web site. Public agencies have partnered to develop a public sector job board so that you may be informed of the most current job opportunities. The goal is to make it easy for you to search and apply for public agency employment opportunities.

CalOpps can be accessed by going onto Yuba City's website at yubacity.net and clicking on City Services/Human Resources.

I have been trying to get a job with the City of Yuba City for a long time, what's wrong with me?

Answer: For each job announcement the City of Yuba City posts, we receive an estimated 50-150 applications. For certain positions such as Fire Recruit we receive an average applicant pool of over 250 applications, and,

may have only one position to be filled. We require a new application for each job opportunity. We hope you will continue to apply for openings that fit your skills and experience.

Why doesn't the City of Yuba City accept applications/resumes throughout the year and keep them on file?

Answer: The City of Yuba City receives on average of 5-10 inquires related to open positions each day. For that same reason we have incorporated a system called "Create a Self Profile" on CalOpps. The process allows each individual to receive announcements of the new openings within the City of Yuba City. We are required to maintain a separate file for each recruitment.

Why would I be interested in placing a "Self profile" on CalOpps?

Answer: CalOpps offers a opportunity to be notified by email of the newest job openings as soon as the City opens the position.

City of Yuba City

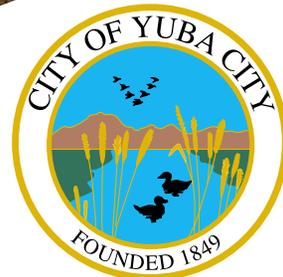
Recruitment Process



City of Yuba City Human Resources

1201 Civic Center Blvd.
Yuba City, CA 95993
530 822-4610

Apply online at:
yubacity.net or calopps.org





City of Yuba City Recruitment Process

The City of Yuba City Mission Statement

To anticipate and provide to the needs of the community through quality service, innovation and leadership for today and in the future.

Human Resources Mission Statement

Act as a Strategic Partner and resource to the City of Yuba City by supporting, developing and protecting its most valuable resource — people.

We are committed to providing quality services in an environment of continuous change and improvement.

www.yubacity.net/calopps.org



Assessment Process

Depending upon the position, qualified applicants may participate in a written test, practical exercise; panel interview hiring process and background check based on their results on the assessment, candidates names are laced on a certified list. The hiring department will then conduct interviews and make a hiring decision.

Recruitment Process

The City of Yuba City's recruitment process was established in accordance with City's personnel Policies and Procedures to ensure quality, accuracy and consistency.

When a department has an allocated, budgeted open

Job Line and Application Information

Applications are accepted in the Human Resources Department located at 1201 Civic Center Blvd., Yuba City, CA 95993 until 5 p.m. on the final filing date. No postmarks will be accepted.

Applications are accepted in the following form:

1. Online at www.yubacity.net (preferred)
2. Walk In
3. Mailed applications

position, the hiring manager completes a recruitment request form to begin the recruitment. The Human Resources Department representative meets with each hiring manager to determine the time lines for the recruitment. Recruitment time lines, notices and advertisements may vary depending on the hiring departments needs. The Human Resources Department publishes and distributes job announcements that includes opening and closing dates for the recruitment and the functions and requirements of the position being

recruited. Advertisements may include local and surrounding newspapers, web postings, job search journal, radio, television and mailing lists. The city also broadcasts their openings on Comcast channel 19.



Create a Personal Profile

CalOpps offers an opportunity to be notified by email of the newest job openings as soon as the City opens the position. Here's how to do it:

1. Go to www.yubacity.net
2. Click on City Services
3. Go to Human Resources (click)
4. Apply Online — takes you to CalOpps
5. Click on "Create a CalOpps personnel profile" (left hand side)
6. Enter in all your personal information
7. Select submit