

**MESA CONSOLIDATED WATER DISTRICT  
INVITES APPLICATIONS FOR THE POSITION OF**

**INTERN II – HUMAN RESOURCES**

Part-time: 16 - 24 Hours per Week

\$14.90 - \$16.05 per Hour – DOQ

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**THE POSITION:** Mesa Consolidated Water District is seeking an **upper division or graduate-level student in Business Administration or a related field** to work part-time as an **Intern II** in Human Resources. The successful candidate will have excellent computer skills, including experience with the Microsoft Office suite of programs; strong writing skills; and exceptional attention to detail. An interest or courses in Human Resources are a plus, but not required.

Position will work on a series of projects and provide general support to HR staff. Examples of projects include:

- Testing “Desk Manual” instructions written by the Human Resources staff which describe their recurring job duties in order to see if the instructions can be followed by someone not familiar with a procedure; and making suggestions to staff as to what additional information would be needed for a new person to understand the steps.
- Using Microsoft Word to reformat the Department’s forms (created over a number of years) to a consistent format. Using advanced Word skills create forms with input areas and check boxes.
- Helping to set-up reference information on employee policies and benefits on the Department’s new Intranet site.

Work hours are flexible around school schedule within the District’s hours of operation: Monday through Friday and 7:30 a.m. to 5:30 p.m. Hours will be 16-hours/week during the school year and 24-hours/week (if desired) during the summer.

**ABOUT THE DISTRICT:** Mesa Consolidated Water District is a local government agency providing water to over 110,000 residents including homes, business and industries in Costa Mesa, parts of Newport Beach, and some unincorporated areas of Orange County including the John Wayne Airport. An industry leader, Mesa is known for its advanced water treatment practices and use of multiple technologies. The District is governed by an elected five-member Board of Directors, who appoints the General Manager. The General Manager is responsible for directing approximately 62 employees in the operation of the water system.

**MINIMUM & DESIRED QUALIFICATIONS:** Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities, is qualifying. A typical way to obtain the knowledge, skills, and abilities required would be an A.A. degree or two-years of lower-division college general education courses including English composition, supplemented by upper division courses in Business Administration. Position requires hands on experience in Microsoft Office Word, Excel, and Outlook. Experience using Access, PowerPoint, and InfoPath a plus.

**DUTIES, KNOWLEDGE AND ABILITIES:**

- Works on special projects as assigned;
- Researches, compiles, and prepares reports for higher level staff;
- Proofs and checks documents and spreadsheets;
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases.

**HOW TO APPLY:** Interested applicants must submit a completed, signed Mesa Consolidated Water District Application for Employment and Supplemental Questionnaire. Resumes may be attached to the required application materials. Application materials are available on the Mesa website: [www.mesawater.org](http://www.mesawater.org) or by contacting Human Resources at (949) 574-1020. Completed, signed application packages may be mailed, faxed (949-650-0864), or delivered to the District offices at 1965 Placentia Avenue, Costa Mesa, CA 92627.

In order to ensure that you are considered for this position, your application package must be received in the Mesa offices **by 5:00 pm on Monday, July 26, 2010**

**Mesa Consolidated Water District  
ATTN: Intern II – Human Resources  
1965 Placentia Avenue  
Costa Mesa, CA 92627**

**SELECTION PROCESS:** The successful candidate will be selected from the list of those determined by the selection process to be among the best qualified. Reference checks may be done prior to a conditional job offer. Following a conditional job offer, the successful candidate will undergo a thorough background investigation including Live Scan fingerprinting, criminal history check, and verification of a satisfactory DMV driving record. Upon background clearance, the finalist must pass a pre-employment physical appropriate to the job classification.

In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified candidates with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you need a reasonable accommodation during the testing and selection process, *please notify the Human Resources Department at least three (3) working days prior to the testing date.*

***The provisions of this bulletin do not constitute an express or implied contract and may be modified or revoked without notice.***



## Application for Employment

We do not discriminate against qualified applicants for employment on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, sexual orientation, or any other basis protected by law.

**(PLEASE PRINT OR TYPE)**

Position Applying For:	Date of Application
How did you learn about us?	
<input type="checkbox"/> Jobs Available Publication	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Brown & Caldwell Website	<input type="checkbox"/> Internet Sites _____
	<input type="checkbox"/> Friend/Relative
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip
Telephone Number(s)	Day	Evening
		Cell

**EDUCATION:** Highest grade level completed:  9  10  11  12 High School attended: \_\_\_\_\_  
Name/City/State

High School Diploma  G.E.D. Certificate  High School Proficiency Test

Select highest degree/certificate earned:  AA/AS Degree  BA/BS Degree  Graduate Degree

College or University Attended	Major or Course Study	Degree or Number of Units

Professional Licenses or Certificates: **(Include license/certification possessed, number, issuing authority, and expiration date.)**

Job Related Training/Skills/Professional Memberships

Please Elaborate on Your Professional Interests, Experience or any Additional Information You Feel May Help Us to Evaluate your Qualifications

**EMPLOYMENT HISTORY:** Begin with your most recent experience. List all experience gained in the last several years, including periods of self-employment and military service. Give full details about experience, which, in your opinion makes you qualified for the job for which you are applying. In addition, list any volunteer experience, which you believe has enhanced your qualifications. For full consideration, you must provide all information requested about your qualifications and work record. If you need additional space, please continue on a separate sheet of paper. **A Resume Will Not, Nor Will Reference To A Resume Be Accepted In Lieu Of Providing Complete Information On A Mesa Application.**

Starting Date to End Date Indicate Month/Year  to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$  Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year  to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$  Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year  to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$  Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			
Starting Date to End Date Indicate Month/Year  to	Name Address and Phone number of Employer		Job Title
Name & Phone # of Supervisor	Salary \$  Per: <input type="checkbox"/> Month <input type="checkbox"/> Hour	Hours Worked Per Week	Reason For Leaving
Please Describe Your Major Duties:			



**GENERAL INFORMATION:**

Have you ever filed an application with Mesa before? If yes, give date \_\_\_\_\_  Yes  No

Have you ever been employed with Mesa before? If yes, give date \_\_\_\_\_  Yes  No

May we contact your present employer? If no, please explain \_\_\_\_\_  Yes  No

Do you have the legal right to work in the U.S.?  Yes  No

Will you be able to perform the essential duties of the job without accommodation? *If no, please attach a written explanation of how you can be accommodated.*  Yes  No

Do you require special accommodation in the application/testing process? *If yes, you must contact the Human Resources Department at 949-574-1020 at least 72 hours prior to the test date.*  Yes  No

Have you been convicted of a felony or misdemeanor crime in the past 10 years, excluding a conviction for marijuana possession more than two years ago? *If yes, please attach a written explanation. Convictions for military trial and drunk, reckless, or hit/run driving are to be included. Failure to specify is cause for disqualification. Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

**PLEASE READ CAREFULLY BEFORE SIGNING**

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application and attachments are true, and I agree and understand that misstatements or omissions of any material fact may be cause for disqualification or dismissal from employment with Mesa Consolidated Water District. I also grant permission to Mesa Consolidated Water District to verify any and all information contained within by contacting former employers and schools, etc.

I fully understand that employment is contingent upon meeting Mesa’s physical requirements and relevant Department of Justice criminal background and other background investigations. I further agree to be fingerprinted and to furnish proof of eligibility to work in the United States, as may be directed. I fully understand that this application does not constitute an expressed or implied contract.

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted at the direction of Mesa’s Human Resources staff, I am entitled to copies of any such records obtained, unless I mark the checked box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**INTERN II – HUMAN RESOURCES  
SUPPLEMENTAL QUESTIONNAIRE**

**I. Related College Coursework:** Please attach a copy of your college transcripts OR typed list of the business/public administration and writing/composition courses you have taken. If attaching a typed list, please put the information in the following format:

*EXAMPLE:*

<b>Course Title:</b>	<b>Date Taken:</b>	<b>College/University:</b>	<b>Grade:</b>
Business 10a: Introduction to Accounting - Financial Acct.	Summer 2009	Orange Coast College	B
Business 10b: Introduction to Accounting - Managerial Acct.	Fall 2009	Orange Coast College	A
Business 20: Business Writing	Spring 2010	Long Beach State	B

**II. Computer Skills:** For each computer software application below, list your years of experience and give a brief but detailed description of how you use the program including the frequency (daily, weekly, monthly, occasionally). You are not required to have experience in all to be considered; and you may list additional software you feel is relevant.

<b>Microsoft Office:</b>	<b>Years of Experience:</b>	<b><i>I Use This Program/Application to Do:</i></b>
1. Word		
2. Excel		
3. Outlook		
4. Access		
5. PowerPoint		
6. _____		
7. _____		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment:** Copy of college transcripts or typed response to Question I.



## Equal Employment Opportunity Statistical Information

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Mesa Consolidated Water District is required by Federal and State law to collect certain information and maintain statistical data on all applicants. The information is **confidential** and Human Resources does not share information with any person involved in the assessment of the applicant's knowledge, skills, and abilities to perform the job. Results are used solely for reporting and gathering for the purposes of Equal Employment Opportunity statistics which are required by Federal and State laws and regulations prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status and political affiliation. **Your participation is voluntary.**

Your cooperation in answering all the questions completely and accurately is appreciated. Please submit this form along with your completed application to the Human Resources Department. This sheet is detached from your application form upon receipt in the Human Resources Department.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex:  Male  Female

### Ethnic Origin (check one)

- White (includes Indo-European, Pakistani, East Indian.)
  - African-American (Includes African, Jamaican, Trinidadian, and West Indian.)
  - Hispanic (Includes Mexican, Puerto Rican, Cuban, Latin American or Spanish.)
  - Asian or Pacific Islander (Includes Japanese, Chinese, Korean or Vietnamese.)
  - American Indian or Alaskan Native (Includes persons who identify themselves or are known as such by virtue or tribal association.)
  - Filipino (Includes only Filipino.)
  - Other. Please specify:
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