



The City of Pittsburg's mission is: "To provide responsive and high quality public services in partnership with our citizens, celebrating our community's rich history, cultural diversity and pride in its prosperous future."



# Interested in a Government Career? Curious about the City's Application and Hiring Process?

**Careers at Pittsburg** include engineering, planning, customer service, clerical, technical and administrative support, accounting, street/facilities/landscape maintenance, recreation, public safety, information technology, water treatment, utilities, and many more.

Visit our [website](#) for current job announcements

### ABOUT PITTSBURG, CA

The City of Pittsburg employees serve a culturally diverse community of over 74,000 residents located in Northern California at the gateway of North America's Delta with over 1,000 miles of waterways. The City is situated for easy access to San Francisco, Napa Valley, Sacramento and Lake Tahoe. The City is home to two BART stations making an easy commute to cities throughout the Bay Area. With its commitment to a quality community environment, Pittsburg is an ideal city in which to live, work and recreate.

Pittsburg is currently organized into the following departments: City Management, Community and Economic Development (Building, Economic Development, Code Enforcement, and Planning), Community Services (Housing Authority, Pittsburg Power Company, and the Successor Agency to the former Redevelopment Agency), Recreation, Human Resources, Finance, Police, and Public Works (Engineering, Operations/Maintenance, Utilities, Facilities, Parks, and Water Treatment).

For much more information on the City of Pittsburg please visit our website at [www.pittsburgca.gov](http://www.pittsburgca.gov).



## Important Stages in the Hiring Process

Competition for Pittsburg jobs can be intense. For many of our job openings, we use a structured selection process to hire the best person for the position.

### 1. Minimum Qualifications Evaluation

All applications that are submitted are carefully and thoroughly evaluated for appropriate education, experience, certificate and other attributes that are directly related to the minimum qualifications (MQs) for the position. If your application does not demonstrate that you meet the MQs then you will not move forward in the process.

### 2. Application and Supplemental Screening

Depending on a variety of factors, accepted applications may go through an additional screening process. The application and responses to the supplemental questionnaire are evaluated by subject matter experts to determine which candidates will move forward in the process. In some case, this additional screening may be the actually "examination" in which responses are scored and candidates are placed on the eligible (hiring) list OR those appearing to have the best combination of training and experience will be invited to continue in the recruitment process and undergo another selection testing method.

### 3. Testing Process/Eligible List

The testing assessment process may consist of one or a combination of the following: Structured Oral Board Panel Interview of subject matter experts, Multiple-choice Written Exam, Performance Exam, Written Exercise, or another skills-specific test. All examinations are proctored/monitor by HR Staff to ensure fairness and consistency. In any case, examination material will be scored and candidates will be notified of their results. All candidates who successfully complete the testing process with a passing score will be placed on the eligible (hiring) list.

### 4. Hiring Interview

The hiring managers will be provided with the top ranking candidates on the eligible list as well as the candidates' application materials. The hiring manager will conduct the interviews and may make a decision to offer the job to a candidate. Candidates who are not offered the job or did not interview will remain on the eligible list for at least six months and may be interviewed for other vacancies that occur during that timeframe.

### 5. Job Offer/ Pre-employment Screening/ Start your career

After receiving a job offer letter, the selected new hire will typically undergo a pre-employment screening that can consist of several of the following depending on the nature of the job position such as reference checks, education verification, driver's license check, fingerprinting, civil records check, drug testing, medical screening, psychological testing, etc. The successful candidate who passes the process will complete new hire paperwork and begin work soon after.



**Human Resources Department  
City of Pittsburg  
65 Civic Avenue  
Pittsburg, CA 94565  
925-252-4878**

**Business Hours: Monday -  
Friday, 8:00 am - 5:00 pm  
(except holidays)**



**The City of Pittsburg is an Equal Opportunity Employer**

# A Guide for Applying to Our Jobs & Preparation for the Recruitment Process



To submit an employment application online, go to [www.pittsburgca.gov](http://www.pittsburgca.gov). On our website, you can browse any job that is currently open, review job descriptions, and submit a job interest card notification.

## Job Announcement

Job announcements contain important information such as the nature of the position, ideal candidate qualities, minimum qualifications, selection process, supplemental questions, any required documents, and the final filing date. You will make the decision if the job is right for you based on thoroughly reading the job announcement, viewing the hiring department's website, and evaluating your own education and experience.

## Job Description

If you are interested in the job opening, read the complete job description (specification) as well. Make sure your current or past work experience (may include volunteerism or internships) addresses the knowledge, skills, and abilities of the position. The knowledge, skills, and abilities section of the job description is what the recruitment testing components will relate to.

## Application Information Preparation

Prepare a draft of your application information such as your work history and responses to the supplemental questionnaire in a word processing program such as MS Word (provides spell check and great formatting) so you can cut/paste into your online application. Be honest with the information that you present (it will be verified) and prepare yourself to accurately describe your qualifications. Your application may be reviewed many times by several people.

## First time applying? Not a recent applicant?

You must have an **email address** to submit a job interest notification or to apply for a job. Ensure that your contact information is up to date so that you do not miss out on importation recruitment notifications.

If you need assistance applying for a job, there is an "[Online Employment Application Guide](#)", a NeoGov technical support phone number for the application system at 855-524-5627, and our HR employees are available to assist you. Make sure that you have enough time to complete the application before the closing date/time if you run into any technical difficulties.

## Describing your Work Experience

Review the full job description and make sure your current or past work experience addresses the knowledge, skills, and abilities of the position. Be specific with the information that you provide. Avoid using general terms and not providing specific job duties regarding your work experience (i.e. 'clerical duties' should be specified such as typing correspondence, answering phones, filing paperwork, scheduling appointment, etc.). List each position that you held, even with the same employer separately. Include enough detailed information so that any person who reviews your application can clearly understand what you did/do.

## Supplemental Questionnaires

Applications may contain supplemental questionnaires. Supplemental questionnaires are designed to get to the core of your qualifications by asking training, education, and experience related questions. It is critical that you provide specific and detailed responses to each question so that the information is sufficient enough to determine his/her qualifications. Often times, subject matter experts and the Human Resources Analyst will rate/score responses to the supplemental questions on the application to determine which candidates will move forward in the process. It is important to make sure that your responses are not vague or incomplete.



WORK FOR THE CITY OF PITTSBURG AND SERVE THE COMMUNITY!!

## Veteran Preference Points

Veterans' preference is provided to assist individuals as they transition from military employment to civilian employment. No preference is provided for promotional examinations nor to a current employee in a regular position. Any applicant for initial permanent employment with the City wishing to receive veterans' preference must submit proof of his/her veteran status in the form of a DD-214 along with the original employment application.

## Ready to Apply Online and On Time

One of the benefits to applying online is that you will not need to recreate the entire application each time you apply for a job on our website AND you may log into your account anytime to review what you submitted. Resumes can be attached to your job application, but are not accepted in lieu of a complete application. Applications are subject to automatic rejection if it does not contain: your complete work history (list each promotion separately), hours worked per week, job duties performed, completed supplemental questionnaire (if required), or the required documents as indicated on the job announcement. Your online application is reviewed to ensure that your work experience, educational background, and any other required information meets the minimum requirements for the position. Please be sure to review your application before it is submitted. Let your application speak for you, remember it is a competitive process. Once you have completed and submitted your application, you will receive an email confirmation that it has been successfully received by our agency.



## Don't See the Job that YOU Desire? Job Interest Card Notification is the Answer!!

If our current openings do not include jobs you are interested in at this time, you may complete a job interest notification request and there are two ways to request the notification.

- 1) Go to the Job Interest Notification page and click on the link "Job Interest Card" (this is by category).
- 2) Go to the Job Descriptions Page then search for the job you are interested in, and click on the link "Email me when jobs like this become available".

You will be notified by email once the position you are interested in is open for recruitment. The job interest notification lasts for twelve (12) months. You will be notified by email when the notification is near its expiration.

## Preparing for Examinations/Hiring Interviews

Be familiar with the job that you are interviewing for. Review the job description to identify which knowledge, skills, and abilities are necessary factors for the job classification. Check your local library for Civil Service study guide books or internet search engines such as Google for test preparation questions/tips.

For oral board examination and hiring interviews, use the [S.T.A.R. Method](#) to prepare for preparation. Study the job description to learn about the job and think how your experiences match the duties and responsibilities of the job. Research the hiring department and familiarize yourself with their website. Make sure that you know the time and place of the interview and plan for travel in advance. Dress appropriately for the job interview. Be prepared to discuss how your experience, education, and training relate to the position so that your interviewer can determine your fit in the organization. You may seek additional resources at One Stop Centers and Adult Education Centers. They provide interview preparation skills, resume writing, and many other services.

*We wish you the best in your career success.*