

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET

CHICAGO, ILLINOIS 60611-3154

312.751.5600

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Senior Public Affairs Specialist

ORIGINAL ENTRANCE

APPLICATIONS ACCEPTED ONLINE ONLY

This examination is open to all candidates, both internal and external, who meet the minimum requirements.

Applications will be accepted only during the designated filing period for this examination. The opening and closing dates of the filing period are listed in this announcement. Applications must be filed by the following method:

Submitted online through the District's Online Employment Center at www.districtjobs.org. Applications must be submitted by 11:59 p.m. Central Time on the closing date in order to be considered.

The deadline for filing an application will not be extended due to any unavailability of the MWRD website. The MWRD will not be liable for the website being unavailable for any period of time, and it is the sole responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner. Therefore, it is recommended that applications be submitted early in the filing period.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by the method described above. Descriptions and dates of education, experience and any required license or certification should be very clear so that it is understood exactly how the applicant meets the minimum requirements. Prospective employees will be required to provide documentation of the required education, experience and licensure/certification upon employment. Falsification of a material statement in an application may constitute grounds for rejection of the application, exclusion from the examination, removal from the eligible list, or discharge of an employee from his or her position in the Classified Service.

Minimum Requirement Deadline: The minimum requirements for this examination must be met by the qualification deadline listed in this announcement.

Residency Requirement: There is no residency requirement to participate in the examination; however, all District employees must be domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois, covering approximately 90% of the county area.)

Veterans' Preference: In Original Entrance examinations, five points for Veterans' Preference will be added, in accordance with the District statute, to the scores of those candidates who attain a passing score in all phases of the examination. Information regarding the periods of eligible service, the documentation needed to file a claim and Veterans' Preference claim forms can be obtained through the District's Online Employment Center at www.mwrd.org or requested at the test site.

Probationary Period: The probationary period for this classification is one year (250 days worked).

Hiring and Employment Objectives: The Metropolitan Water Reclamation District of Greater Chicago is committed to hiring and employment practices that: base employee selection on a candidate's knowledge, skill and ability to perform effectively on the job; provide equal employment opportunity to all qualified applicants; prohibit the entry of political reasons or factors and other improper considerations into any stage of the selection and hiring processes; and create a transparent, honest and fair hiring system.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Reasonable accommodation for individuals with disabilities will be made in accordance with applicable laws. Requests for testing accommodations are to be made within one week after the close of the filing period. For information regarding accommodation for individuals with disabilities, phone (312) 751-5170 (voice) or (312) 751-5916 (TTY).

EXAMINATION INFORMATION

Job Title	Senior Public Affairs Specialist - Applications Accepted Online Only
Examination #	15046
Opening Date	Friday, February 27, 2015
Closing Date	Friday, March 13, 2015
Qualification Deadline	Sunday, April 12, 2015
Minimum Annual Salary	\$90,541.10
Maximum Annual Salary	\$133,120.00
Duties	
Under direction, assists in the development and administration of the District's communication strategy and organizational branding efforts.	
Minimum Requirements	
Graduation from a four-year accredited college or university majoring in journalism, communications, public relations or a closely related field and four years of public relations, public information and/or journalism experience. Substitution: Professional experience in journalism, public information or public relations activities may be substituted for the required education on a year-for-year basis to a maximum of two years.	
Examination	
The examination will consist of a training and experience evaluation, weighted 25%, and an oral test, including a written exercise, weighted 75%. The minimum passing score on each test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score on each test to be eligible to compete in each subsequent test and to have their names placed on the eligible list.	
The training and experience evaluation will assess candidates' experience in areas such as public relations and project management. The oral test will assess candidates' knowledge, skill and abilities in public relations concepts; planning and organizing; critical thinking and problem solving; interpersonal effectiveness and written and oral communication skills.	
Examination Process	
All applicants will be advised by email if they have been admitted to the examination process. Applicants who do not receive a response to their application by March 20, 2015 should contact the Employee Selection Office at (312) 751-5100.	
TRAINING AND EXPERIENCE EVALUATION: Approved applicants will be provided a link to the Training and Experience Evaluation form on the District's website. Applicants must complete and return the form according to the instructions specified on the evaluation form.	
ORAL TEST: Candidates who pass the training and experience evaluation will be informed by email regarding the date, time and place of the oral test.	
Appointments	
Appointments will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. This examination is also being given on a Promotional basis. In instances where both Original Entrance and Promotional eligible lists result from an examination process, it is the District's practice to appoint only from the Promotional eligible list until all names from that list have been considered. The eligible list has a duration of three years. Appointment is subject to successfully passing a physical examination, a drug test and a criminal history background investigation.	