



City of Phoenix

# EMPLOYMENT INFORMATION



## BENEFITS

The City of Phoenix offers a wide variety of comprehensive benefits programs. Benefits may vary based on classification and/or assignment but generally consist of: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, find the Benefits Category code listed in the reference section of the job announcement and click on the corresponding benefits link:

Employee Group	Description	Link
Field Unit 1	Field and skilled maintenance in Parks & Recreation, Street Transportation, Solid Waste Division, and other depts.	<a href="#">001</a>
Field Unit 2	Field and skilled maintenance in Aviation, Convention Center, Housing, IT, Water Services, Equipment Management, Facilities Management, and other depts.	<a href="#">002</a>
Office/Clerical	Office, clerical, paraprofessional citywide	<a href="#">003</a>
Police	Police Officers	<a href="#">004</a>
Confidential	Office staff in HR, law, budget	<a href="#">008</a>
Supervisory/Prof	Supervisory and professional citywide	<a href="#">007</a>
Mid Manager	Middle management	<a href="#">009</a>
Executive	Executives	<a href="#">010</a>

## SALARY

Example: \$16.31 (minimum) - \$23.76 (maximum) hourly / \$33,925 - \$49,421 annually.

The City of Phoenix displays the base hourly rate and/or salary for each position recruited. New hires typically begin at the “first step” (minimum) and receive annual merit step pay increases until they reached the top of the pay range. If performance meets standards, top step (maximum) may be achieved within approximately 7 ½ years in most cases. Levels of pay may be updated according to City Council Approval. Middle Managers and Executives are not under a step plan and increases are based upon a different performance plan.



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## PENSION

### Required Pension Participation and Paycheck Deduction



All new hires or re-hires for regular, full-time, general city positions must participate in the City of Phoenix Employees' Retirement System (COPERS) pension plan. COPERS is a defined benefit pension in which the payout is based on such factors as years of service and average compensation in the final years of service. General employees are covered by both Social Security and COPERS. Employees may purchase or transfer eligible service

credit from other public retirement systems, and active duty military service to be used towards City of Phoenix retirement.

COPERS Tier 3	COPERS Tier 2	COPERS Tier 1
General Employees hired on 1/1/2016 or later	General Employees hired between 7/1/2013 and 12/31/2015	General Employees hired before 7/1/2013
Your <b>11% required pension contribution</b> is automatically deducted from each bi-weekly paycheck.	Your required pension contribution is automatically deducted from each bi-weekly paycheck.	Your required pension contribution is automatically deducted from each bi-weekly paycheck.
The contribution is a maximum of 11% and that amount may decrease based on pension plan funding levels.	Employees in this category currently contribute 11%. The contribution is a maximum of 11% and that amount may decrease based on pension plan funding levels.	Employees in this category currently contribute 5% of each paycheck towards their pension, while the City's contribution is based on actuarial need.
Tier 3 Employees participate in a defined benefit plan for the first \$125,000 in salary; any salary above \$125,000 is part of a defined contribution plan.	Employees may retire at age 60 with 10 or more years of service; age 62 with 5 or more years of service; or when the employee's combined age and credited service equals 87 (referred to as the 'rule of 87').	Employees may retire at age 60 with 10 or more years of service; age 62 with 5 or more years of service; or when the employee's combined age and credited service equals 80 (referred to as the 'rule of 80').
Employees may retire at age 60 with 10 or more years of service; age 62 with 5 or more years of service; or when the employee's combined age and credited service equals 87 (referred to as the 'rule of 87').		

**Rehires:** Tier 1 may apply to rehires who are former Tier 1 COPERS members with a hire date prior to July 1, 2013. Tier 2 may apply to rehires who are former Tier 2 COPERS members with a hire date between July 1, 2013 and December 31, 2015. Members must not have withdrawn their employee contributions to be considered for these tiers. Employees may also purchase previous eligible COPERS employment, City of Phoenix full-time temporary employment, and job-share employment.

**More Information:** For additional information about COPERS, please contact the Retirement Office at (602) 534-4400 or visit <https://www.phoenix.gov/copers>. Human Resources can be contacted at (602) 495-5700 or



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[hrc@phoenix.gov](mailto:hrc@phoenix.gov). Additional information about City of Phoenix employee benefits can be found at <https://www.phoenix.gov/hr/city-benefits>.



### RESIDENCY:

The City of Phoenix has a residency requirement for all City employees. All full-time regular employees have 24 months after date of employment to move into the designated residency area. A list of all cities, towns and communities located within the designated residency area are provided below.

<b>Qualified Cities and Towns</b>	
Anthem	Litchfield Park
Apache Junction	Maricopa
Arlington	Mesa
Avondale	New River
Black Canyon City	Paradise Valley
Buckeye	Peoria
Carefree	Phoenix
Cashion	Queen Creek (includes San Tan Valley)
Cave Creek	Salt River Pima-Maricopa Indian Community
Chandler	Scottsdale
El Mirage	Sun City
Fort McDowell Yavapai Nation	Sun City West
Fountain Hills	Sun Lakes
Gila Bend	Surprise
Gila River Indian Community	Tempe
Gilbert	Tolleson
Glendale	Tonopah
Gold Canyon	Waddell
Goodyear	Wickenburg
Guadalupe	Wittman
Higley	Youngtown
Laveen	
Unincorporated areas of Maricopa County are not identified in the list above but are considered eligible.	
The above is intended as a quick reference tool for employees/applicants and may not be all inclusive. Questions regarding employee residency requirements should be directed to the City of Phoenix Human Resources Department, (602) 262-6608.	

Employees in **executive-level positions** must reside within the boundaries of the City of Phoenix within 24 months of appointment or promotion. These positions include the City Manager, Assistant City Manager, Deputy City Managers, department heads, assistant department heads, other classifications in the Executive category, and professional staff as the Mayor, City Council, and the City Manager's Office as designated by the City Manager.

Rev. 6/3/16

AA/EEO/D Employer – Goode Building, 251 W Washington St, Phoenix AZ 85003 Job Line: (602) 534-JOBS (5627)

This publication can be provided in an alternative format upon request.



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## APPLICATION AND HIRING PROCESS

### HOW TO APPLY ON-LINE

- Read the job announcement and complete the required information.
- Attach a cover letter, resume, and any other requested material into **ONE document**.
- In the cover letter or resume, please describe your experience as it relates to the qualifications stated including college degrees or classes completed related to the position.
- Only on-line applications are accepted.
- For more information visit [phoenix.gov/employment.gov/employment](http://phoenix.gov/employment.gov/employment) and click on Application Tips
- An email will be sent confirming a successful application submission.

### HIRING PROCESS

The following outlines many of the typical steps a job applicant will encounter in the City's hiring process:

1. **Evaluation and Notification:** Human Resources will evaluate your application/resume for eligibility. Eligibility is based on experience, education and training as it relates to the position. Eligibility is determined on a pass/fail basis. Evaluation results will be emailed to applicants 10-15 business days after the close the recruitment period. For positions open on a continuous basis, notification may take longer to receive.
2. **Reviews and Appeals:** After receiving a fail notice, results must be discussed with the Human Resources Analyst assigned to the recruitment within the first five (5) business days following the date the notice was emailed (or postmarked). Any additional questions regarding reviews or appeals, contact Employment Services (602) 495-5703.
3. **Selection and Eligibility:** After successfully passing the application process, applicants names will be placed on an "eligible to hire" list for the specified position. Applicants will remain on the eligible list until the expiration of the recruitment, typically for a period of 3 to 24 months, depending on the position. The expiration of the recruitment will be indicated on the eligible "pass" notification.
4. **Vacancies:** When a vacancy occurs in a department, a hiring supervisor will refer to the eligible list and review the application materials, to determine which candidates meet the specific criteria for the department vacancy. If selected for an interview, the hiring department's supervisor will contact the applicant directly. The City of Phoenix Human Resources Department typically does not contact applicants for interviews unless the position is within the Human Resources department.

**PRE-EMPLOYMENT SCREENING:** The City of Phoenix conducts pre-employment screening for all positions. This may include a drug screening, criminal background check, verification of work history, academic credentials, licenses, personal references, and/or certifications. Other screenings may be conducted based on the level of responsibility and/or access, and requirements of the position or the department.

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### City of Phoenix



**DRIVING POSITIONS:** For positions requiring the use of personal or City vehicles on City business, individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.

For positions requiring a CDL (Commercial Drivers License): applicants will be required to pass an Arizona Department of Transportation (ADOT) medical examination and possess a valid license. Applicants are responsible for all testing costs. As a condition of continued employment, employees in CDL positions will be subject to unannounced alcohol and drug testing, as required by law.



### FREQUENTLY ASKED QUESTIONS/OTHER RESOURCES:

**HUMAN RESOURCES CENTER (HR Center):** For assistance applying for a job or for employment-related questions, contact our HR Center at (602) 495-5700 or visit us in downtown Phoenix at the Calvin Goode Building, 251 W Washington St, Phoenix AZ 85003.

Additional FAQs, cover letter and resume guidelines, and interviewing tips can be found here:  
<https://www.phoenix.gov/hrsite/Pages/application-tips.aspx>

Subscribe to Weekly Job Opportunities (Email List)  
<http://lists.phoenix.gov/fms/joblistssubscribe.html>