

Diversity Outreach Survey

The purpose of this survey is to assist Central Arkansas Water in determining if we are adequately advertising job openings. This information is being collected and reviewed by our diversity team. Completing this form is voluntary and your answers will not be viewed by the hiring staff.

Please do not write your name on this survey form.

Job Title

Training Content Developer

1. How did you hear about this job opening?

- Arkansas Democrat/Gazette Newspaper
- Association of Change Management
- Central Arkansas Water - Website
- Central Arkansas Water - Job Line
- Department of Workforce Education
- NLR Chamber of Commerce
- Prosci
- Social Networks - Please Name _____
- Other - Please Name _____

2. Please place a mark by the answer that best describes your race or ethnic group.
(Per U.S. Census Classifications)

- Asian
- American Indian or Alaska Native
- Black, African American
- Hispanic, Latino or Spanish
- White
- Other - Please Name _____

3. What is your gender? Male Female

Thank you for completing this survey.

Check here and return if you do not wish to participate in this survey.

This survey is NOT a part of your official application for employment. It will not be used for interview purposes or in any hiring decision. The information will be filed separately from your application for employment.



NOTICE OF JOB OPENING

TRAINING CONTENT DEVELOPER

Open: March 18, 2019

Close: March 29, 2019 or Until Filled

Classification: Grade 10 Exempt

Summary of Job Duties and Responsibilities: will work closely with the Chief Innovation Officer and Human Resources, as well as Subject Matter Experts to design and develop timely training content to include instructor-led, computer-based, self-paced and multi-media job aids; coordinate documenting utility business process mapping; develop and maintain utility standard operating procedures; manage learning management systems; perform other training administrative and logistics roles as well as perform other essential duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of proper rules of grammar, spelling and punctuation.
- Knowledge of Learning Management Systems.
- Knowledge of Bloom's taxonomy and adult learning theories.
- Ability to provide industry standards and best practices in training and instruction.
- Ability to organize, plan and prioritize assignments in a multi-tasked environment.
- Ability to author instructional strategies, curriculum design, and learning objectives.
- Ability to translate business information and concepts into visually appealing, dynamic and impactful learning content.
- Ability to effectively communicate with persons of varying educational and cultural backgrounds.
- Ability to understand and relate to people, even when under pressure.
- Ability to establish and maintain effective working relationships.
- Ability to communicate in a helpful and professional manner.
- Ability to conduct research and extract information.
- Ability to manage multiple learning project plans with flexibility to meet tight deadlines.
- Ability to complete assignments with high degree of accuracy and detail.
- Ability to use independent judgment and work with little or no supervision.
- Ability to work in a fast-paced environment.
- Ability to work evenings and weekends, when required.
- Ability to schedule projects and meet deadlines.
- Ability to proofread and edit accurately.
- Ability to measure learning using Kirkpatrick levels of evaluations.
- Ability to capture Standard Operating Procedures across the organization.
- Skilled in supporting organizational change management initiatives.
- Skilled in course development, design, delivery and evaluation (Instructor Led, Computer Based Training, Job Aids, Virtual Classrooms, Self-Paced).
- Skilled in capturing Current State and To-Be process flows using Visio or similar technology.
- Skilled in SharePoint, audio editing software, video editing software and web meeting software.
- Skilled in word-processing and desktop publishing computer software.
- Skilled in learning solution development software (Adobe Captivate, EnableNow).
- Skilled in written communications including creative development, proofreading and editing.
- Skilled in oral communications including training delivery and train-the-trainer.

Minimum Qualifications:

Bachelor's Degree in Business, Organizational Design, Education, Communications, Administration or related field and have two (2) years of content development experience using desktop publishing computer software and social media applications.

Desirable Qualifications:

Masters of Education (M.Ed.) Degree in Training and Development; certified professional in Learning and Performance (CPLP); Prosci Change Management Certification; certified Six Sigma Yellow Belt; eLearning Instructional Design experience; and document management experience.

Working Conditions:

Individual normally works in a typical heated and cooled office environment. Occasional outdoor assignments.

All interested employees of Central Arkansas Water are encouraged to apply and should request and complete a Request for Transfer/Promotion Form, available from Human Resources, and submit their resume in order to be considered for this position. Interested outside candidates may apply beginning on **Monday, March 18, 2019 during the hours of 7:30 a.m. to 4:30 p.m. in the Human Resources Office of Central Arkansas Water at 221 East Capitol, Little Rock. All forms, including resume, must be completed and returned to Human Resources by 4:30 p.m. on Friday, March 29, 2019 or until filled in order to be considered for the position.** Central Arkansas Water will require a pre-employment physical & drug testing for all prospective employees after an offer of employment has been made. All offers will be contingent on the prospective employee receiving a "passing result" on the tests conducted. A criminal background check will be conducted.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran's status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation or any other status protected by law.

Job related written and/or skills evaluation will be conducted.

**Job Line: 501-377-1335 www.carkw.com
humanresources@carkw.com**

We support diversity and inclusion in the workplace..



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP BUSINESS PHONE

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FINAL SALARY	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Do you have any relatives (either by blood or marriage) who are currently employed by Central Arkansas Water?
___ Yes ___ No

If yes, please state employee's name and your relation to them:

Have you previously been interviewed for a position with Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water, Little Rock Municipal Waterworks, or North Little Rock Water Department? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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**NOTE: Central Arkansas Water is an Equal Opportunity Employer and does not discriminate in its employment practices, or any other activities, on the basis of race, color, religion, sex, national origin, age, disability or veteran's status.**  
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• **I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.**

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1238 or 377-1251 * LITTLE ROCK, AR 72203

NAME: _____

ADDRESS: _____ **CELLULAR PHONE:** _____

SUPPLEMENTARY INFORMATION REQUEST

Describe, in detail, your present position responsibilities. Include day to day work activities, machinery operated, if any, etc.
(Continue on Page 2, if necessary)

Date Employed: _____ Company: _____
(Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

Provide the information requested below concerning the three positions held prior to your current position. If you have held other positions which are directly related to the position applied for, please continue on the back. When outlining previous job responsibilities, be sure to explain all duties and responsibilities that are directly related to the requirements listed on the job posting for which you are applying.

1. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

2. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

3. Dates of Employment: _____ to _____ Company: _____
(Mo/Yr) (Mo/Yr)

Job Title: _____ Company Phone Number: _____

Responsibilities: _____

EMPLOYMENT REFERENCE CONSENT AND RELEASE

APPLICANT NAME: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO CENTRAL ARKANSAS WATER.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

STOP HERE

Instructions to Current/Former Employer

The individual named above has applied for employment with Central Arkansas Water. Please respond candidly to the requests for information listed below and return your written responses via either facsimile or U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former business employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN THE INFORMATION TO:

**Human Resources Director
Central Arkansas Water
P. O. Box 1789
Little Rock, AR 72203 Fax- 501- 377-7051**

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

Current or last job description and duties: _____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA) _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment voluntary involuntary?

What was the reason for the applicant's separation from employment?

Is the applicant eligible for rehire? Yes No Is this a blanket company policy? Yes No

Printed Name and Title of Employer Representative Providing Information _____ Date _____

Signature _____ Phone Number _____



**AUTHORIZATION
FOR
PRE-EMPLOYMENT DRUG TESTING
AND
PRE-EMPLOYMENT PHYSICAL**

I understand that Central Arkansas Water requires drug testing for all prospective employees after an offer of employment has been made.

I understand that such test must be submitted to within 24 hours of the employment offer or the offer will be withdrawn.

I understand that all offers will be contingent on receipt of a "negative" on the drug test(s) conducted. If the testing produces a positive result, the offer of employment will be null and void and I will not be employed by the Utility at that time. I would then be prohibited from reapplying for any position with the Utility for at least six months and until providing proof of successful completion of a drug rehabilitation program, as well as the assurance that drug abuse is no longer occurring.

I understand that Central Arkansas Water will require a job-related, pre-employment physical for certain positions after an offer of employment has been made.

I understand that the physical must be completed as required or the offer will be withdrawn.

I understand that all offers will be contingent on my receiving a positive assessment of my ability to perform the physical requirements of the job. If a positive assessment is not received, the offer of employment will be null and void and I will not be employed by the Utility at that time.

I understand that refusal to sign the consent form authorizing drug testing and a pre-employment physical will result in my application being withdrawn from the pool of those eligible for consideration for the job.

Applicant Name: _____
(please print)

Applicant Signature: _____ Date: _____

Note: Drug testing of prospective employees will be conducted by the DHHS certified lab of the Utility's choosing, at Utility expense and before the individual's first day of work. Pre-employment physicals will be conducted by the facility of the Utility's choosing, at Utility expense and before the individual's first day of work.

(APPDRUG 2/21/12)



CENTRAL ARKANSAS WATER

EMPLOYEE BENEFITS INFORMATION

(Full time employees only)

Holidays - Eleven paid holidays each calendar year; immediate eligibility for new employees.

PTO (Paid Time Off) - PTO time is accrued on a bi-weekly basis during the current year. Accrual is 6.16 hours of PTO per payperiod (20 days annualized) for employees with up to 3 years of service. Accrual amount increases based on years of service, to a maximum accrual of 32 days. New employees have a 90 day waiting period before accrual begins, with accrual retroactive to date of hire.

Medical Insurance - Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 60% by employer and 40% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Dental Insurance – Employee coverage is paid 100% by the employer; dependent coverage (if elected) is paid 100% by employee. Eligible for coverage the first of the month following 60 day waiting period.

Health Care Assistance Plan - \$100.00 annual reimbursement by employer for expenses incurred for eyeglasses, contacts, vision/hearing exams, health and dental insurance deductibles, co-payments or co-insurance, and prescription co-payments. Benefit eligibility after 1 year of employment.

Life Insurance – Employee coverage is paid 100% by the employer and life insurance provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period.

Accidental Death & Dismemberment Insurance – Employee coverage is paid 100% by the employer and AD&D provided is one times annual salary, up to \$50,000. Eligible for coverage the first of the month following 60 day waiting period.

Short Term Disability – Pays 50% of employee’s salary beginning the 8th week of disability, continuing for a maximum period of up to 4 months. Coverage paid 100% by employer. Coverage begins after one year of employment.

Long Term Disability – Pays 60% of employee’s salary (\$3,000 monthly maximum) after 6 months of disability. Coverage paid 100% by employer. Coverage begins after three years of employment.

Retirement Plan - Member of Arkansas Public Employees Retirement System (APERS). Contributions are 5% of employee’s bi-weekly salary taken on a pre-tax basis. Participation begins immediately upon employment.

Cafeteria Plan – Employees are eligible to join and receive the benefits of pre-tax deduction of eligible insurance premiums. Employees may also make pre-tax contributions to a dependent care spending account, and after one year of service, a medical spending account.

Employee Wellness Benefit – Up to \$250 combined annual reimbursement of expenses associated with tobacco cessation (reimbursed at 100%); exercise/fitness membership (50%) or weight loss program membership (50%). Eligibility begins after one year of employment.

401A Investment Plan – Retirement savings plan in which employees contribute 1% of bi-weekly earnings, with employer match. Participation begins after 90 days.

457 Deferred Compensation Plan – Retirement savings plan in which employees may elect to participate. Contributions are funded 100% by the employee. Participation is voluntary and may begin at any time.

Credit Union - All employees are eligible to join Arkansas Federal Credit Union and to receive the benefits thereof.

Tuition Reimbursement – 100% of tuition is paid by employer for grade “C” or better, subject to utility guidelines.

Pay periods - Employees are paid on a bi-weekly basis on Friday, one week in arrears. Direct deposit is encouraged.