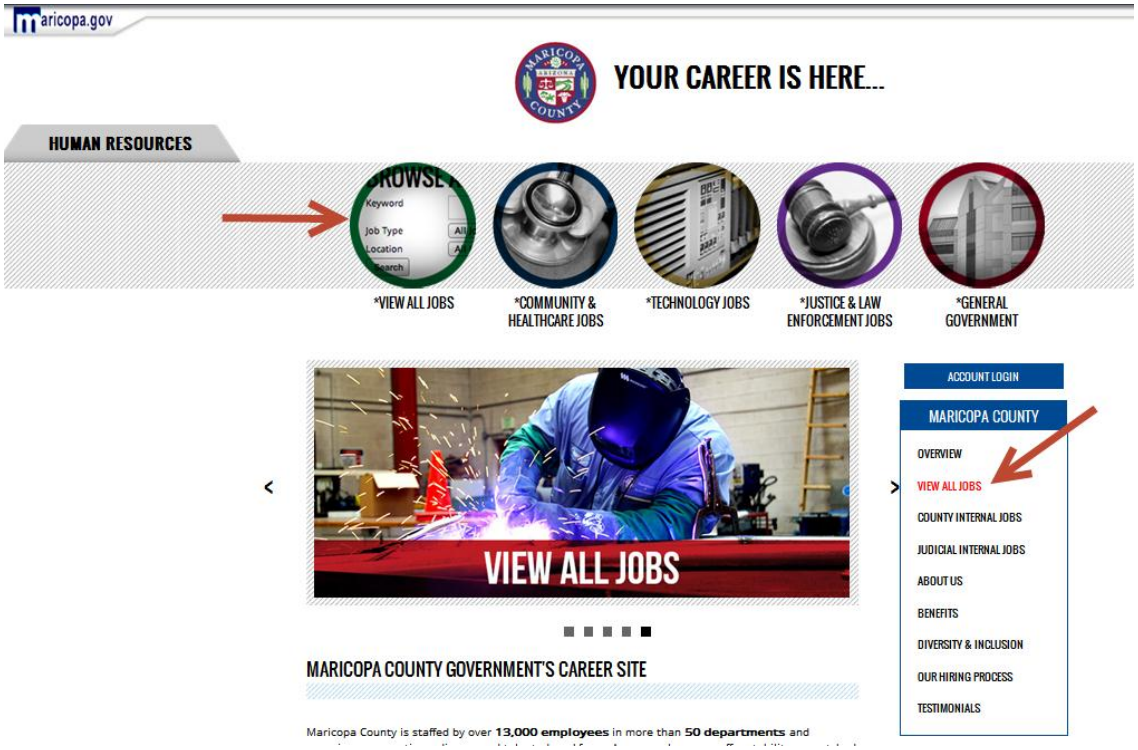
Online Employment Application Guide

Audience:
Maricopa County Employees

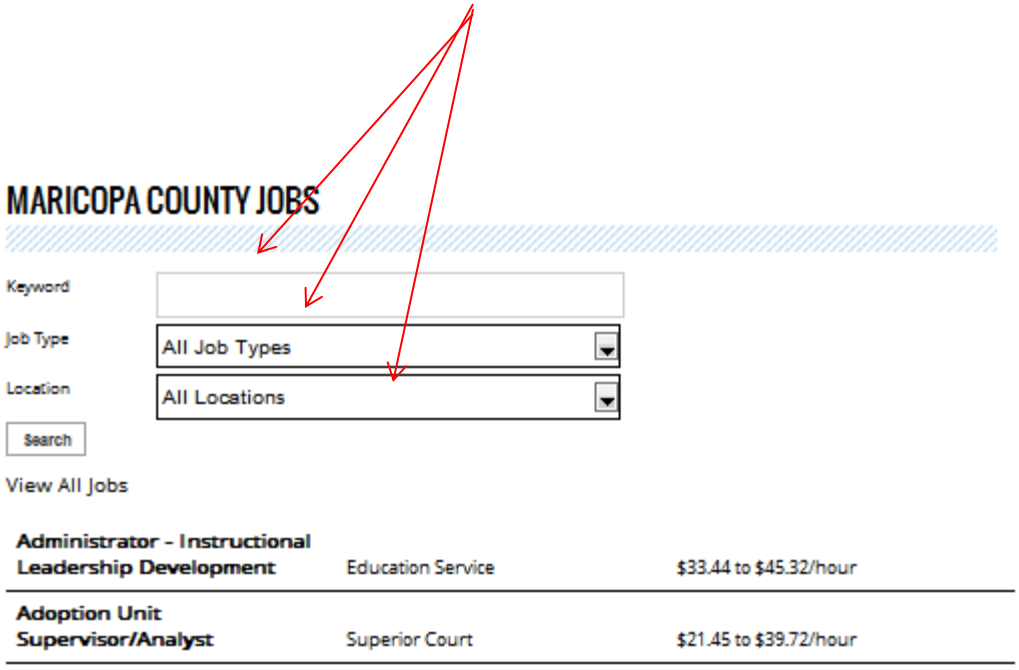
Maricopa County

Step 1: Navigate to jobs.maricopa.gov

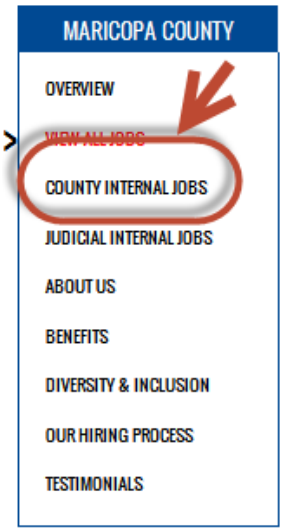
You will be directed to the County's Career Site. From here you can view current job openings by scrolling down the page or by selecting either of the "View All Jobs" navigation links.



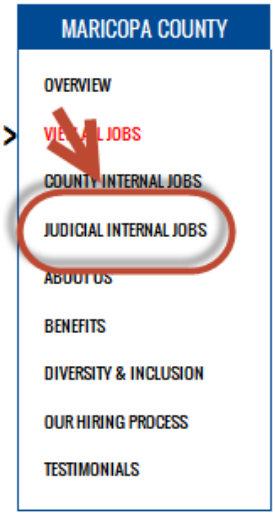
You can search the list of open competitive positions by keyword, job type or location (i.e. County department).



Employees may also view and apply for employment opportunities listed on the County Internal Jobs or Judicial Internal Jobs links.



Be sure you are eligible to apply based on the note listed on the County Internal Jobs page.



Be sure you are eligible to apply based on the note listed on the Judicial Internal Jobs page.

Step 2: Click on the job title of the position you want to apply for.

Attorney - Prosecution (Part -time/Contract)	County Attorney	$61,484.80 to $126,339.20/year
Attorney - Senior Counsel (Civil Services Division)	County Attorney Civil	$103,542.40 to $146,244.80/year
Business Education Partnership Coordinator	Education Service	$28.85 to $39.29/hour
Business Integration Specialist ERP	Enterprise Technology	$82,721.60 to $116,979.20/year

Step 3: Review the job posting details.

JOB: BUSINESS INTEGRATION SPECIALIST ERP

JOB TITLE: Business Integration Specialist ERP
CLOSING DATE/TIME: Continuous
SALARY: $82,721.60 - $116,979.20 Annually
JOB TYPE: Contract/Full-Time
LOCATION: Phoenix,85003, Arizona
DEPARTMENT: Enterprise Technology

POSITION OVERVIEW

The Business Integration Specialist is responsible for the highest level of technology planning, development and support for the strategic implementation of the County's Enterprise Resource Management (ERP) system to ensure alignment with the needs of all County departments and the technology standards of OET. The Business Integration Specialist works closely with all County departments and project management to identify and develop solutions that enable business process improvement, enhance operational efficiency and improve customer service.

POSITION QUALIFICATIONS:

Minimum education and/or experience:

A BA or BS degree in Computer Information Systems, Computer Science, Business or Public Administration and twelve (12) years of IT experience, spanning a variety of IT disciplines which includes a minimum of five (5) years managing IT projects.

Preferred education and/or experience:

A Master's degree in Business with emphasis in Computer Information Systems, Management Information Systems or Public Administration is preferred plus background or prior experience working in state or local government.

ESSENTIAL JOB TASKS:

Develop and manage effective working relationships with other departments, groups and personnel with whom work must be coordinated or interfaced. Provide support to business owners and external groups in the development and use of the ERP system. Provide consulting support to enterprise customers to maximize technology investments. Participate in stakeholder and project meetings to study and prioritize specific business issues and incorporate them with the strategic technology plan for the project. Interact frequently with identified project stakeholders, including review of system integration and interfaces, to ensure the greatest level of enterprise efficiency. Prepare and support project reporting and communication, in coordination with the project managers, to maximize stakeholder understanding of project status. Provide a source of specialized expertise with ERP that can serve the needs of technical and business stakeholders. Build business cases and identify programs to measure benefits, particularly productivity-related, to ensure value is being added consistent with enterprise productivity goals for the project.

SELECTION PROCEDURE:

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources. Typically, successful candidates are hired at a salary rate up to the midpoint of the range based on applicable experience, internal equity and budgetary allowances.

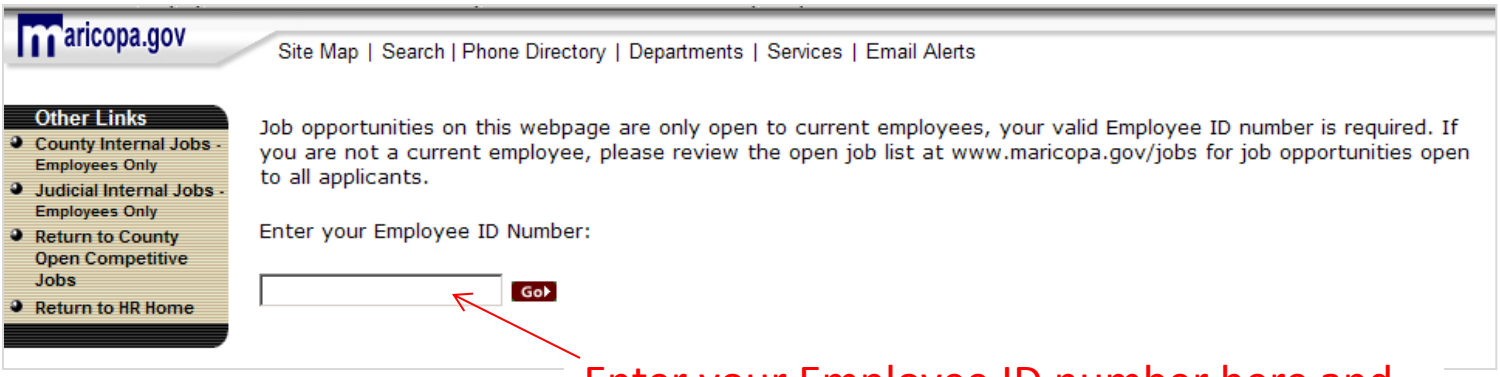
APPLICATION INSTRUCTIONS

Please click on the link below to apply for this position. A new window will open and direct you to apply online.

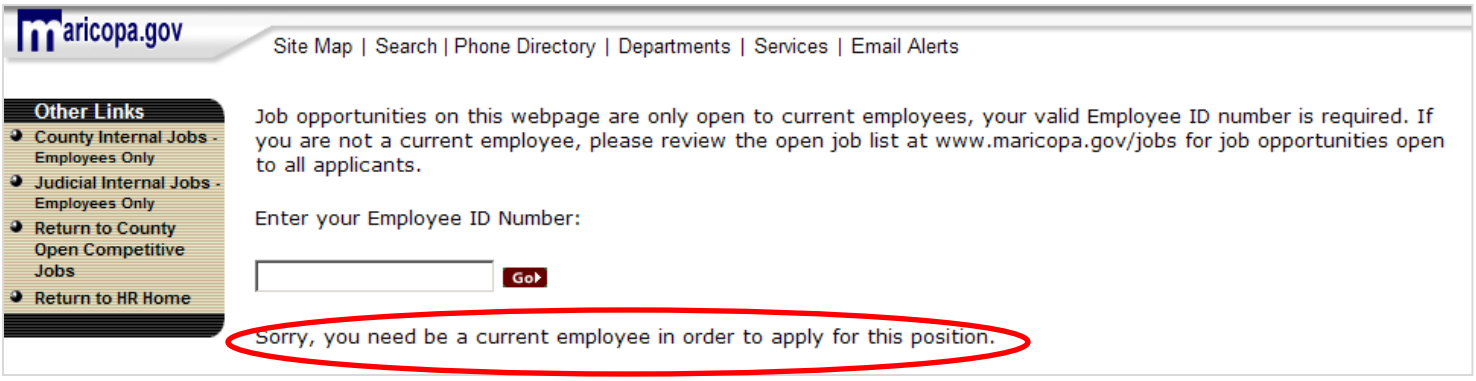
Click Here to Apply with Maricopa County Arizona

Step 4. Click here when you are ready to apply.

NOTE! If you are applying for an Internal job posting, you will be required to provide your Employee ID number in order to proceed with the application. If you do not have a valid Employee ID number, you will not be able to apply.

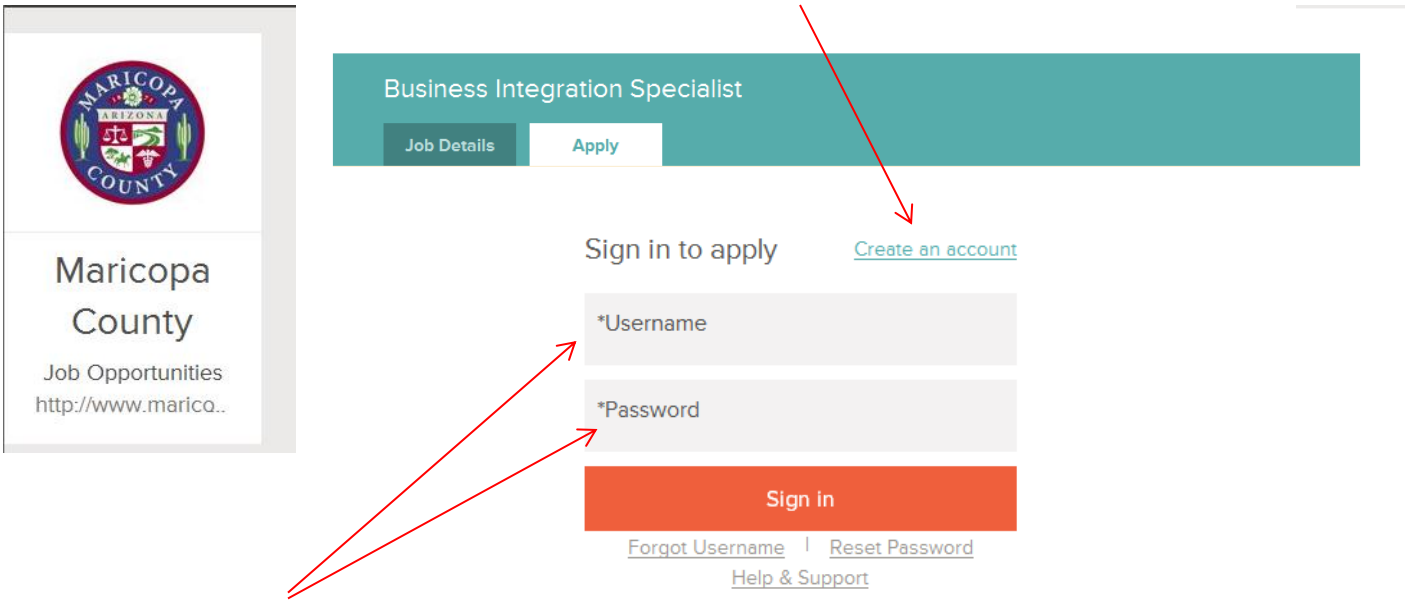


Enter your Employee ID number here and click on "Go".



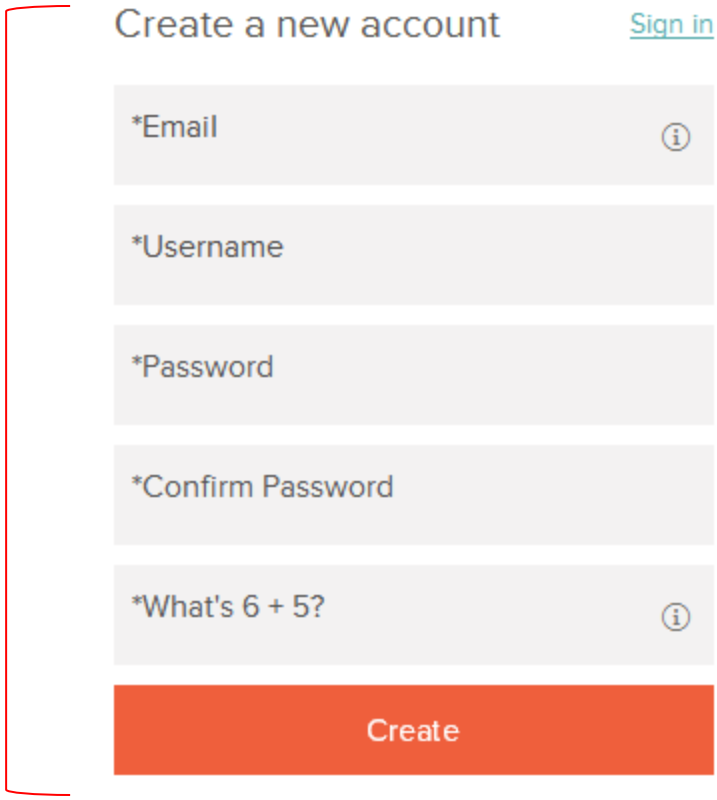
If you enter an invalid Employee ID number, you will receive this message.

Step 5. If you have never created an account (i.e. submitted an employment application for a government entity that uses NEOGOV), click on “Create an account.”

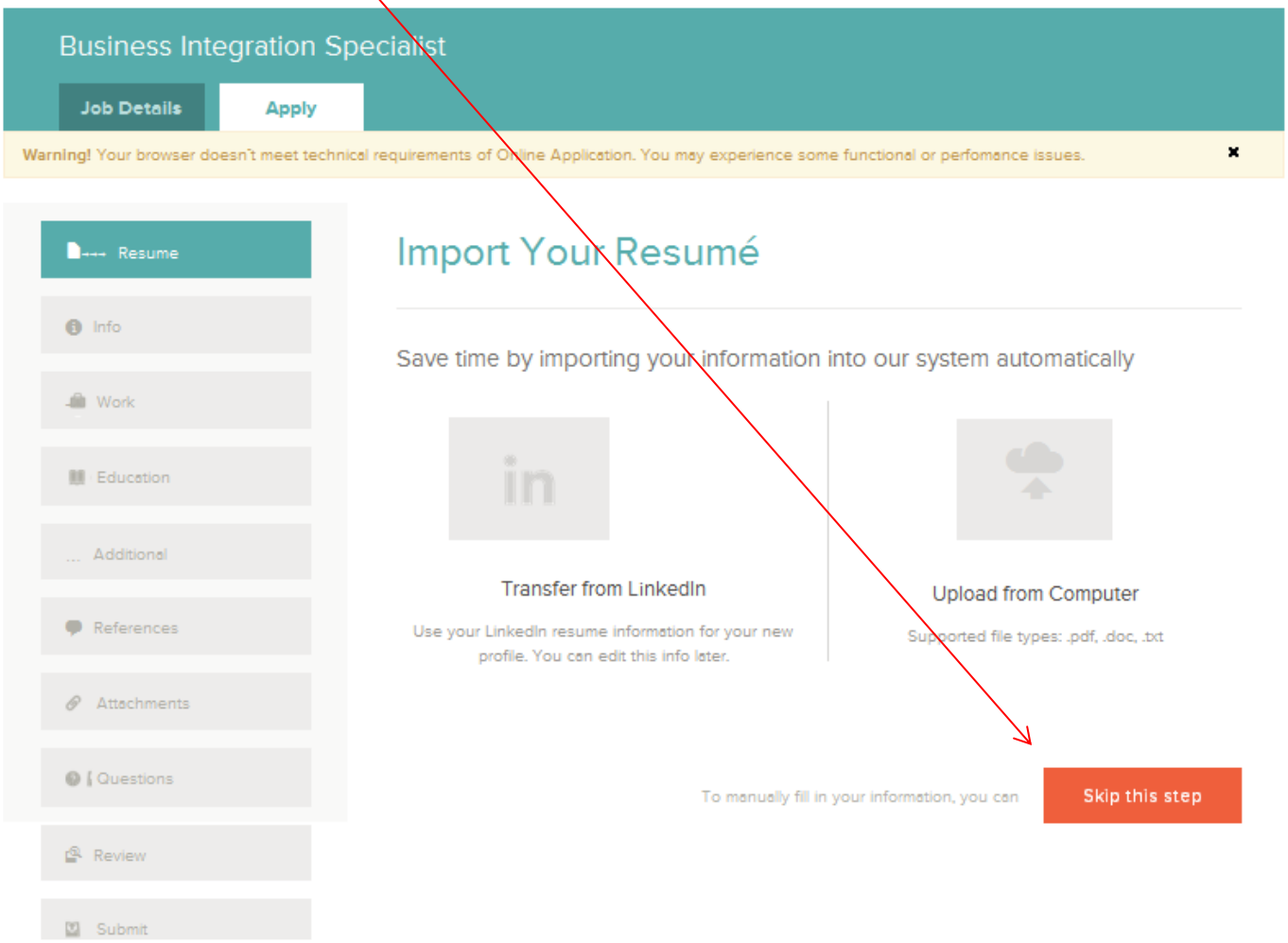


NOTE: If you have previously created a NEOGOV account you may login using your Username and Password and proceed to Step 6.

Step 5 (continued): To create a new account you will be prompted for the following information.

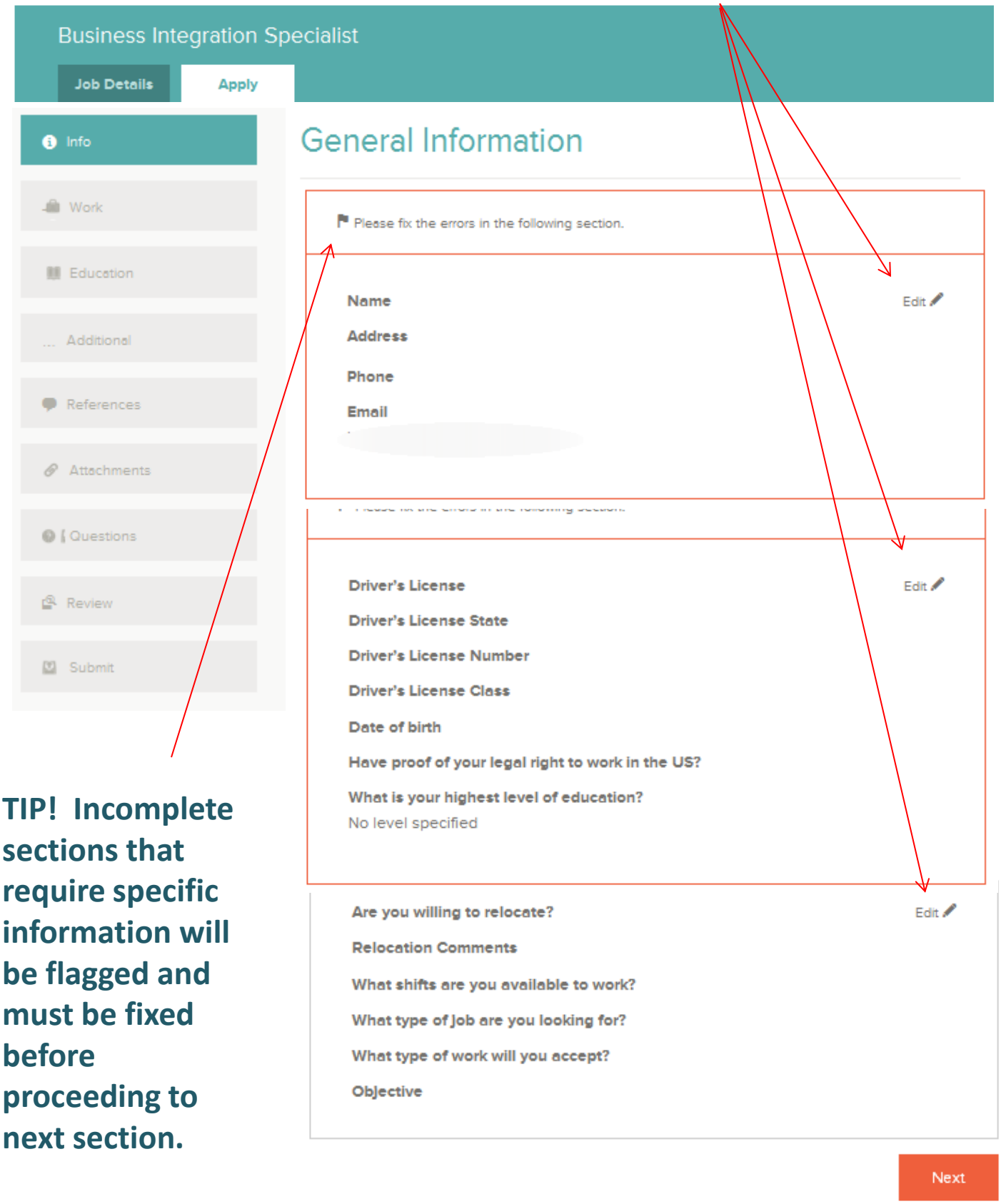


Step 6. You may begin the application process by importing your resume to auto-fill some of the necessary information or you may skip the step to manually fill in your information. The instructions that follow assume you skip the option to import or upload and instead it provides step-by-step instructions for completing your application after clicking "Skip this step."



Note: Keep in mind that Maricopa County is application driven. All education, experience, certifications/licenses must be reflected in the appropriate sections of the application. So if you do opt to import your resume or transfer from LinkedIn to help auto-fill some of your information, be sure to proceed through all sections to verify and supplement any information added through the import process.

Step 7 >> General Information. By skipping the option to import information, you will be prompted to provide Contact, Personal and Preferences information. Select “Edit” to complete each section.



TIP! Incomplete sections that require specific information will be flagged and must be fixed before proceeding to next section.

Step 7 >> General Information (continued). Enter required Contact information and click “Save.” Repeat this step for Personal and Preferences subsections by clicking “Edit” for each.

Business Integration Specialist

Job Details | Apply

- Info
- Work
- Education
- Additional
- References
- Attachments
- Questions
- Review
- Submit

General Information

Contact Information

Name

First | M (Opt.) | Last

This field is required

Former Last (Optional)

Address

Address Line 1

This field is required

Address Line 2 (Optional)

City

This field is required

State

Select a state

Please select a state

Zip Code

This field is required

Country (Optional)

Select a country

Phone

Primary (Optional) | Primary Ext

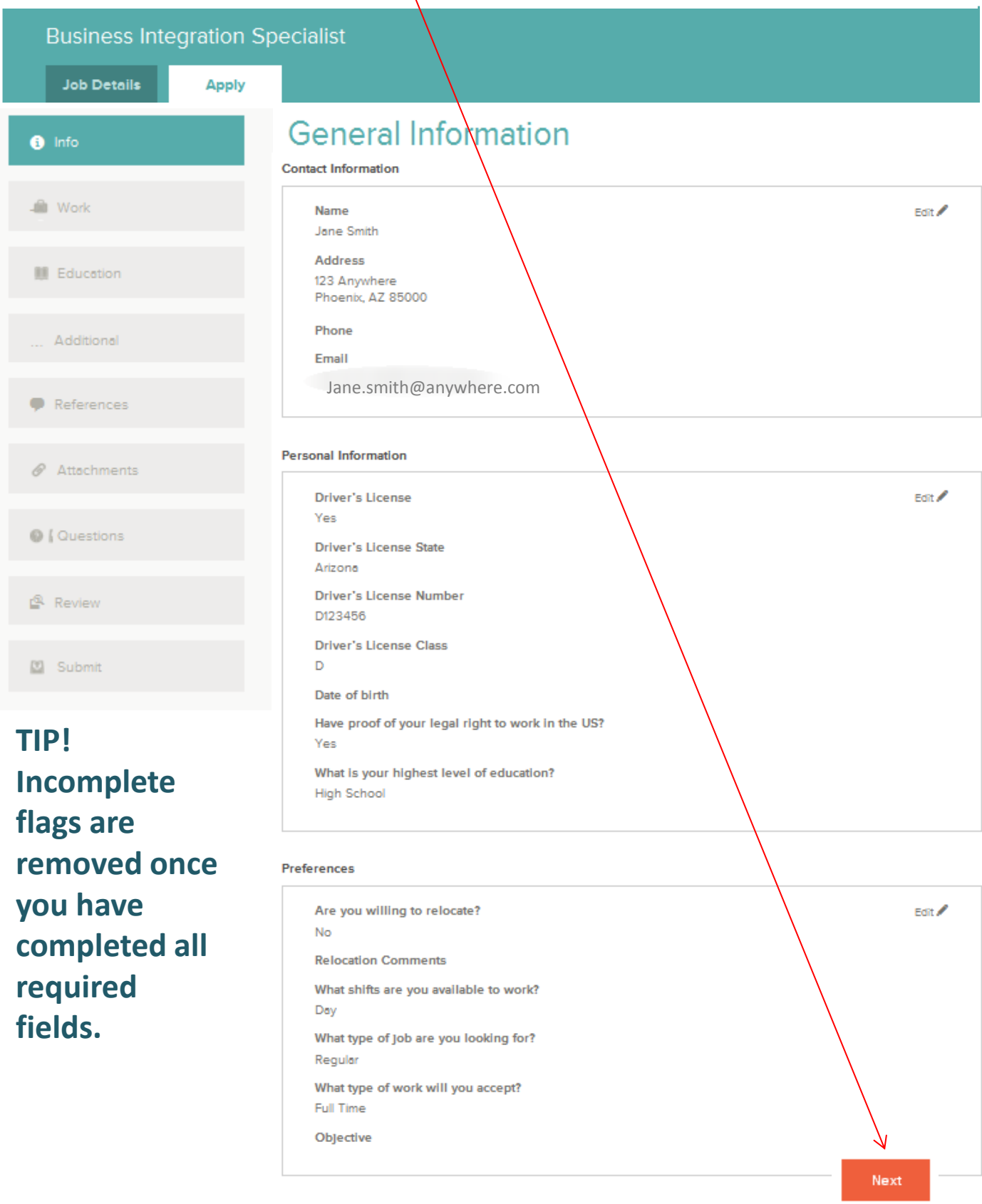
Alternate (Optional) | Alternate Ext

Email Address

Save | Cancel

TIP! Fields that are required are highlighted and will need to be completed before saving .

Step 7 >> General Information (continued). Once all Contact, Personal and Preferences information is entered, the General Information section will appear similar to what is depicted here. Click “Next” to proceed.



TIP! Incomplete flags are removed once you have completed all required fields.

Step 8 >> Work. The Work Experience page will appear after successfully completing General Information. Complete the Work Experience section to the best of your ability.

Include your work history by clicking "Add Work Experience."

Business Integration Specialist

Job Details | Apply

Info
Work
Education
Additional
References
Attachments
Questions
Review
Submit

Work Experience

Add work experience

Next

Company/Agency Name *

Address

City *

State *

Select a state

Zip Code

Country

Select a country

Phone

Website

May we contact this employer?

Yes No

Position Title *

Hours/Week *

Monthly Salary

Employees Supervised

Start Date

Month *

Select Month

Year *

Select Year

End Date

Month *

Select Month

Year *

Select Year

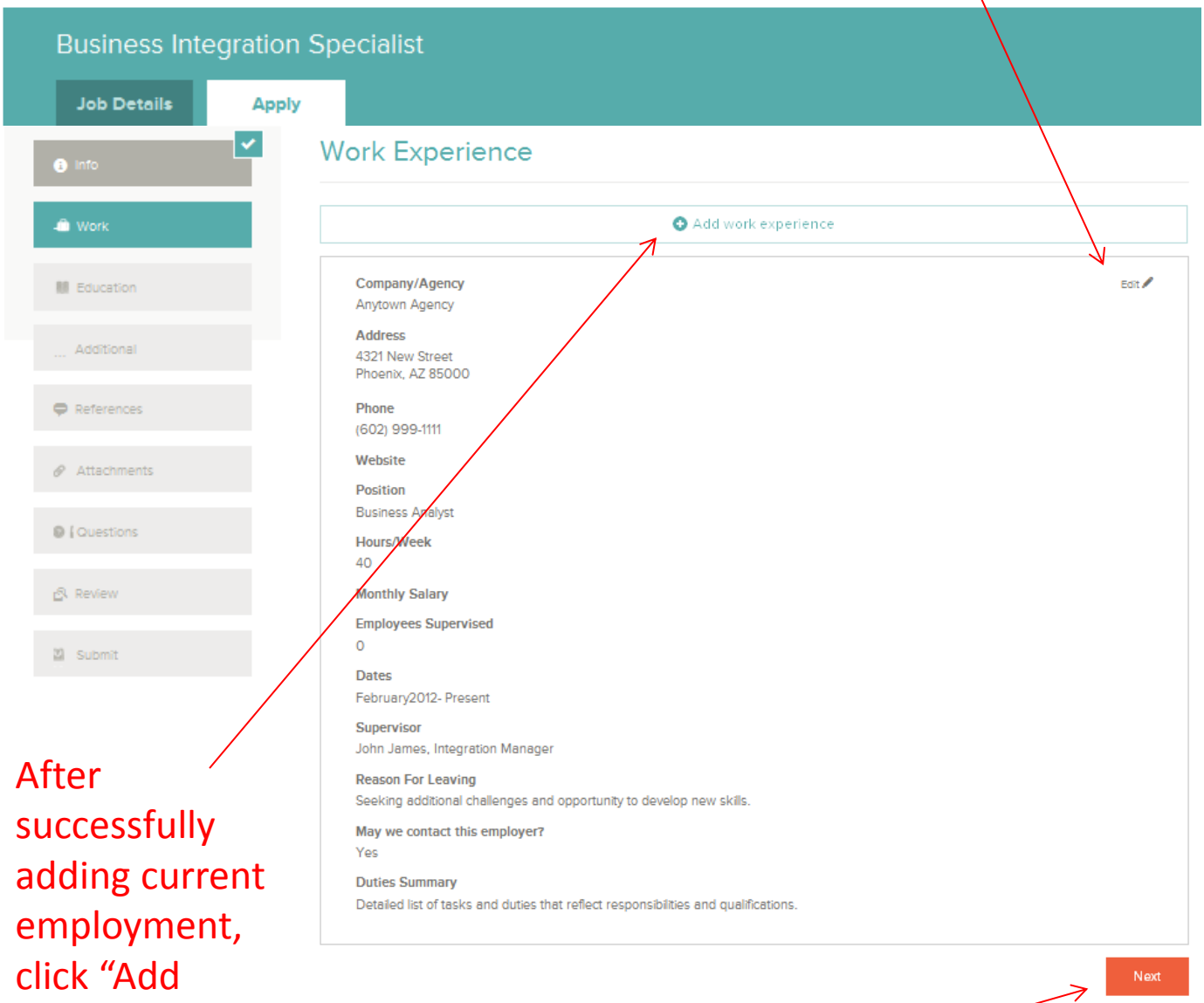
Reason for Leaving

TIP! Completed sections are marked finished as you make progress.

Note: Fields with an asterisk "*" are required.

Don't forget to "Save." → Save Cancel

Step 8 >> Work (continued). Once you have successfully completed the Work Experience section to the best of your ability, individual jobs listings will appear as depicted here. Use this opportunity to verify information entered and edit if needed. Click "Edit" if changes are necessary.



After successfully adding current employment, click "Add Work Experience" again, and as many times as needed, to list additional work history.

Click "Next" after all work history has been entered.

TIP! Help our Recruiters screen your application by ensuring you have entered all relevant work history – don't forget to provide detail in the duties summary for each job!

Step 9 >> Education. The Education section will appear after successfully completing Work Experience section. Complete the Education section to the best of your ability. Start with your High School Diploma or GED, if applicable, and end with your highest degree completed.

Include your **complete** education history by clicking "Add Education."

Business Integration Specialist

Job Details | Apply

Info
Work (1)
Education
Additional
References
Attachments
Questions
Review
Submit

Education

Add Education

School Name
Type *
Select a type
Name *
City *
State *
Select a state
Country
Select a country
Website

Major/Minor
Degree *
Select a degree
Units Completed
Unit Type
Select a unit type

Start Date
Month
Select Month
Year
Select Year
End Date
Month
Select Month
Year
Select Year

Did you graduate?
Yes No

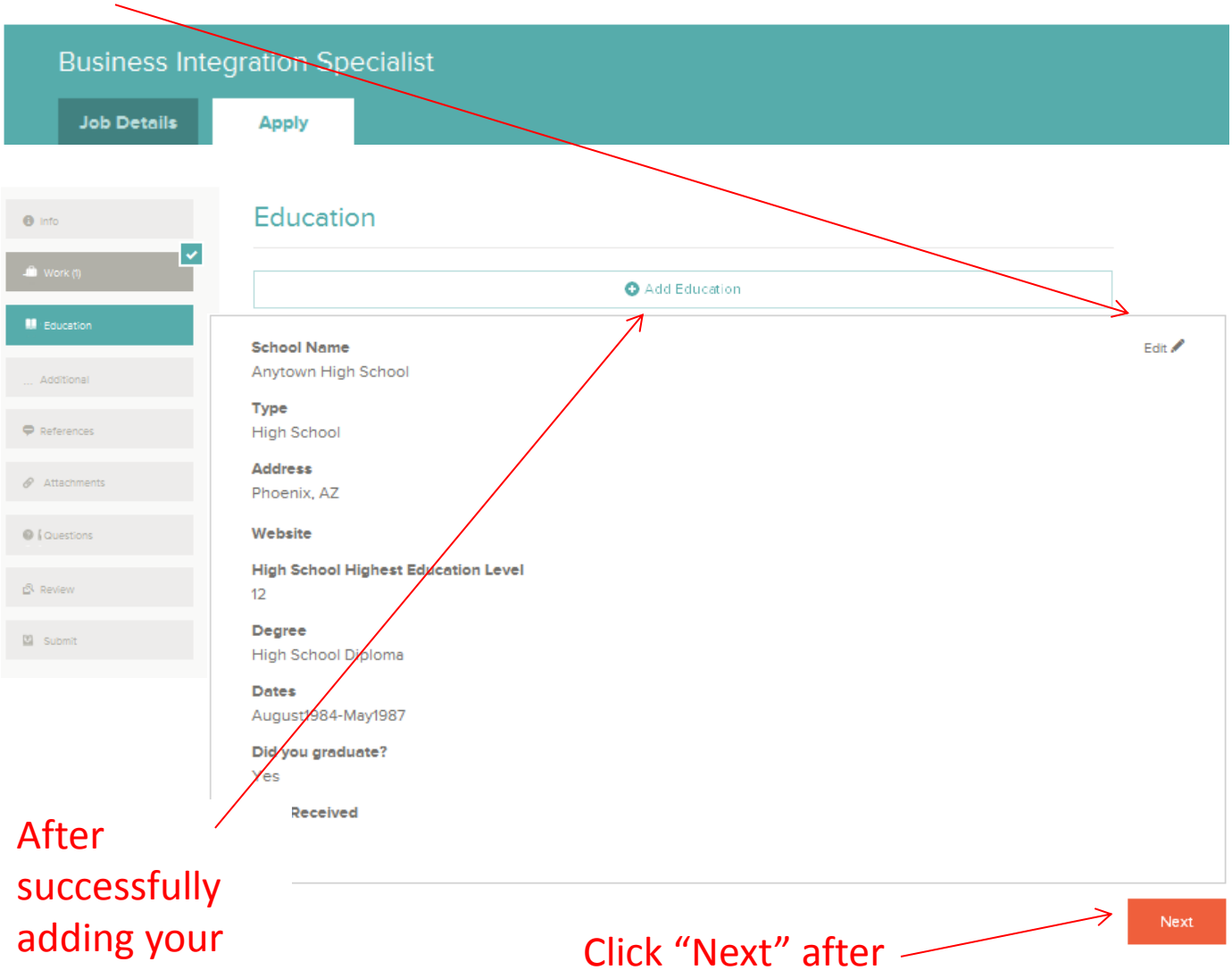
Fields marked with an asterisk (*) are required

Save | Cancel

TIP! Completed sections are marked finished as you make progress.

Note: Fields with an asterisk "*" are required.

Step 9 >> Education (continued). Once you have successfully completed the Education section to the best of your ability, information entered will appear as depicted here. Use this opportunity to verify information entered and edit if needed. Click "Edit" if changes are necessary.

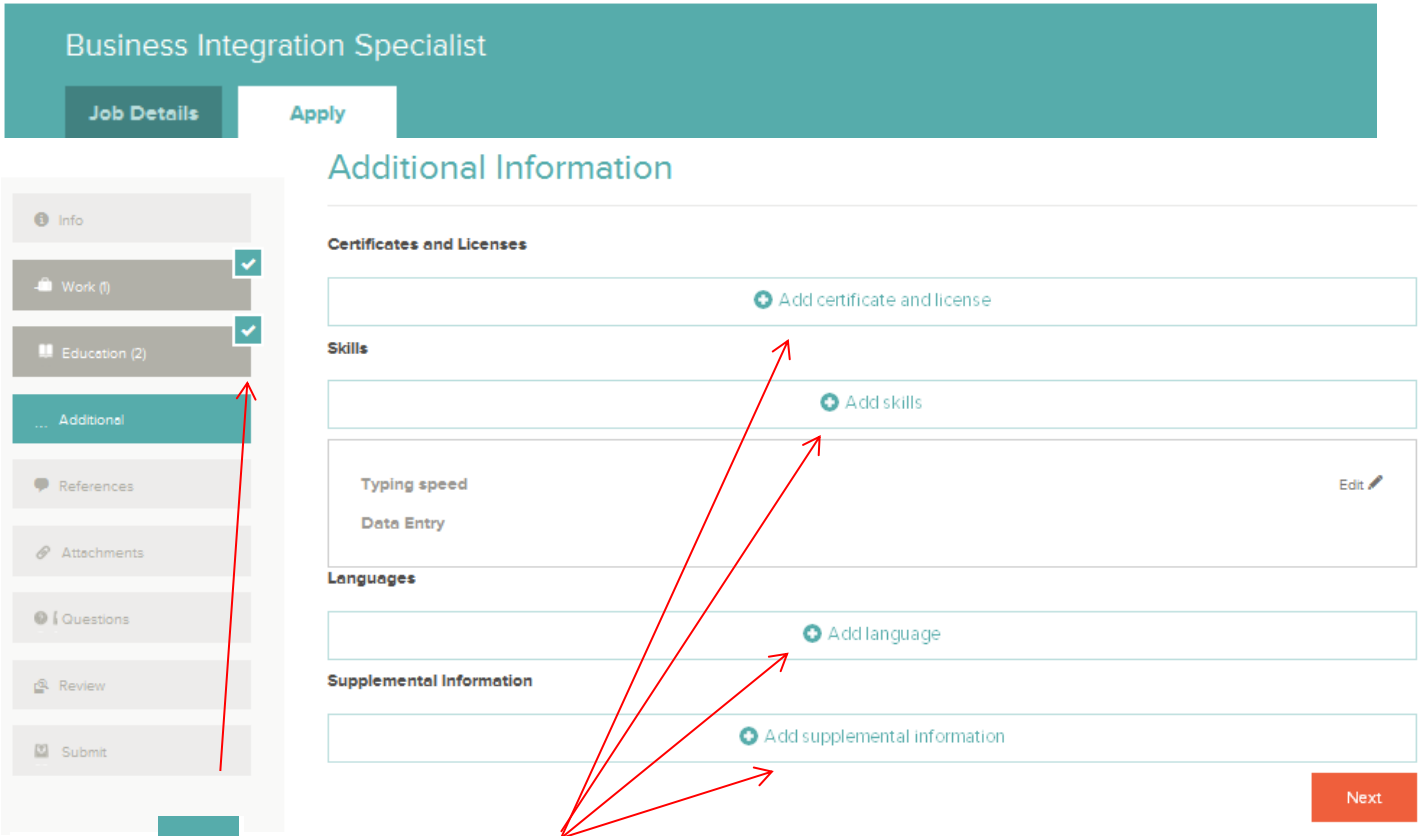


After successfully adding your Diploma or GED, click "Add Education" again, and as many times as needed, to list additional education.

Click "Next" after all education has been entered.

TIP! Help our Recruiters screen your application by ensuring your education history is complete. Enter all degrees, all levels of education – high school to graduate degrees – don't leave anything out!

Step 10 >> Additional. The Additional Information section will appear after successfully completing the Education section. Complete the Additional Information section to the best of your ability. Start by adding any Certifications and Licenses, if applicable. This is also the section to list particular Skills (e.g. language, etc.).



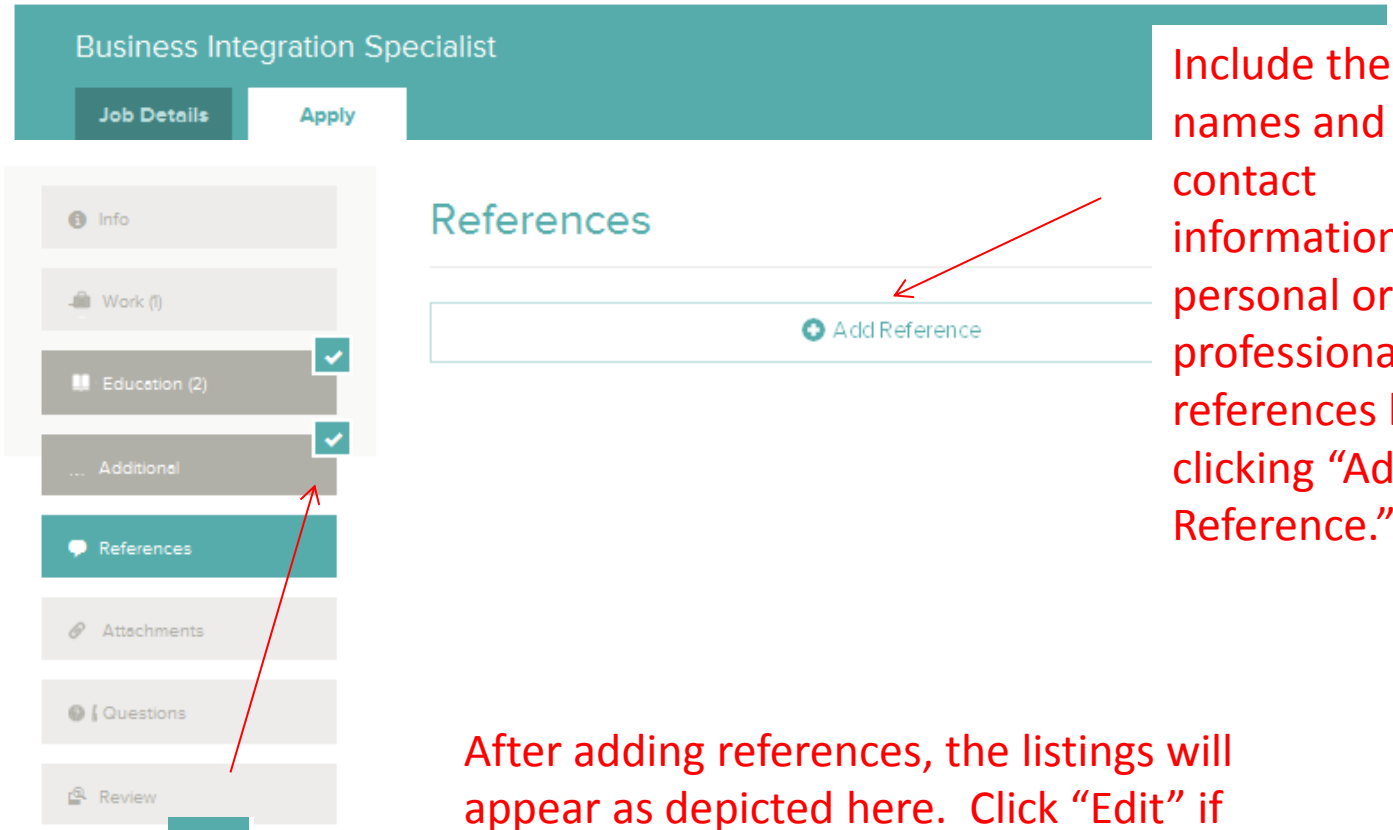
TIP! Completed sections are marked finished as you make progress.

Add Certificates, Licenses, Skills, Languages or other supplemental information by clicking "Add" for the applicable application subsection.

Click "Next" after all additional information has been entered.

TIP! This section may or may not pertain to your application. If it does, help our Recruiters screen your application by ensuring you have listed required information (e.g. attorney bar license, Spanish skills)!

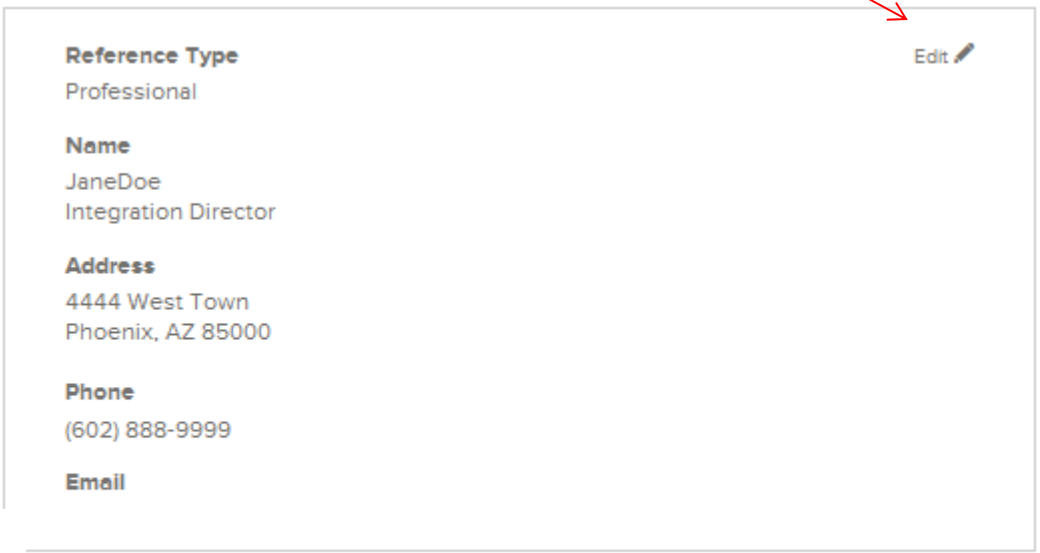
Step 11 >> References. The References section will appear after successfully completing the Additional Information section. Complete the References section to the best of your ability.



Include the names and contact information of personal or professional references by clicking "Add Reference."

TIP! Completed sections are marked finished as you make progress.

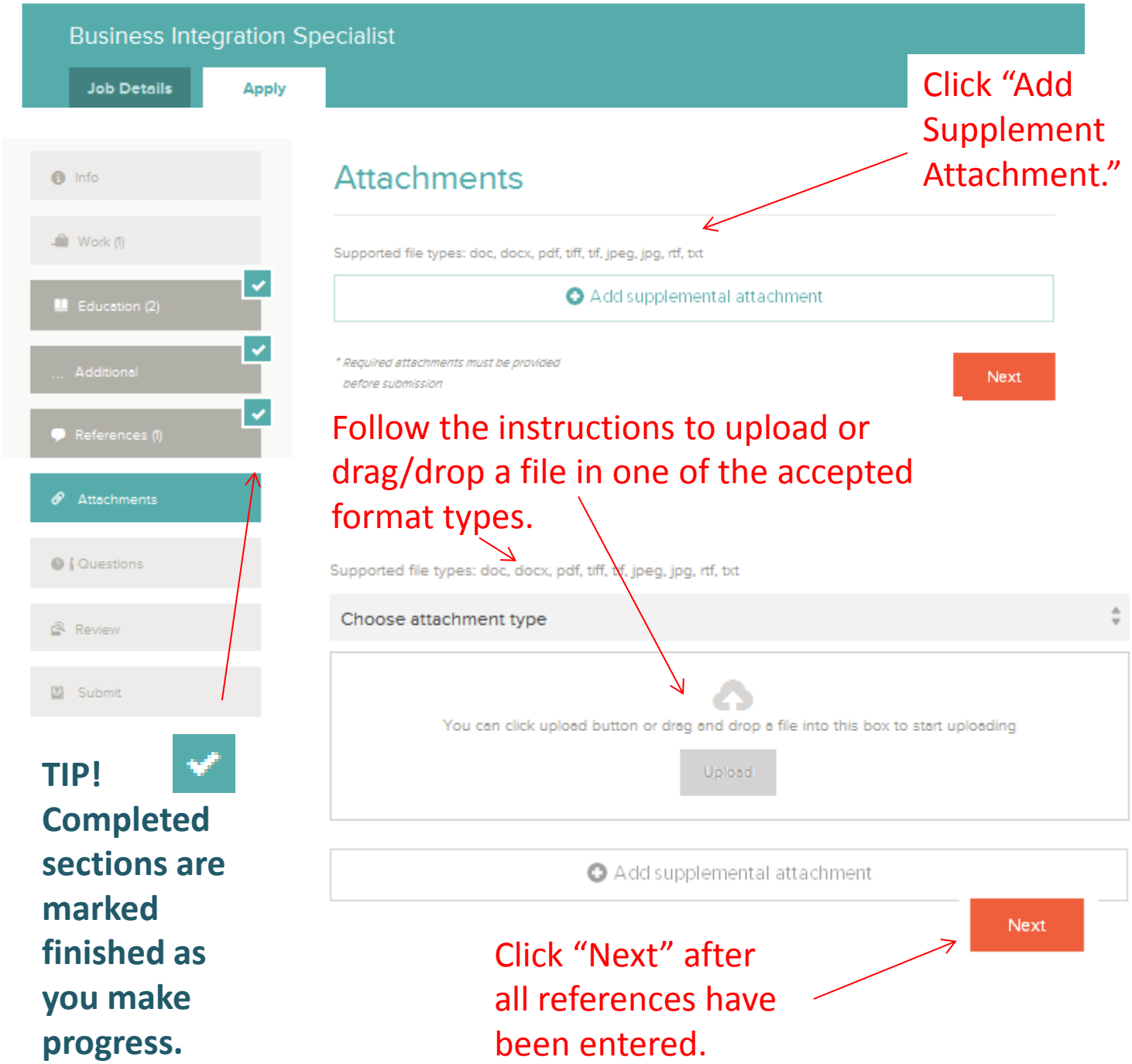
After adding references, the listings will appear as depicted here. Click "Edit" if corrections are needed.



Note: While it is recommended to include references on the application, it is not required.

Click "Next" after all references have been entered.

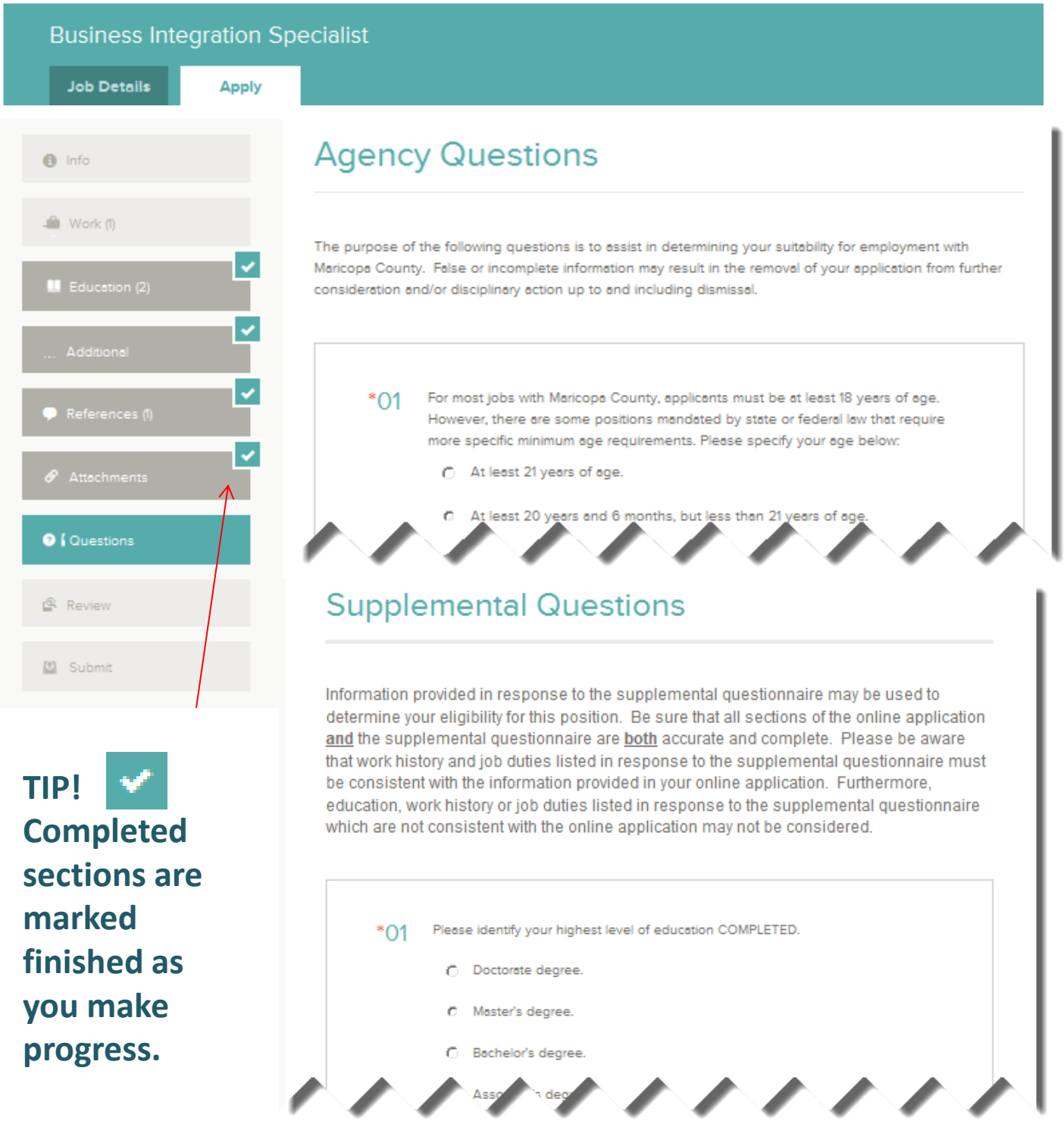
Step 12 >> Attachments. The Attachments section will appear after successfully completing the References section.



TIP! Completed sections are marked finished as you make progress.

NOTE! Resumes are not accepted in lieu of completing the online application. Furthermore, education, work history or any other information included *only* in the resume section <u>will not</u> be considered when determining your qualifications. All applicants MUST complete the required sections of the online application in order to be considered.

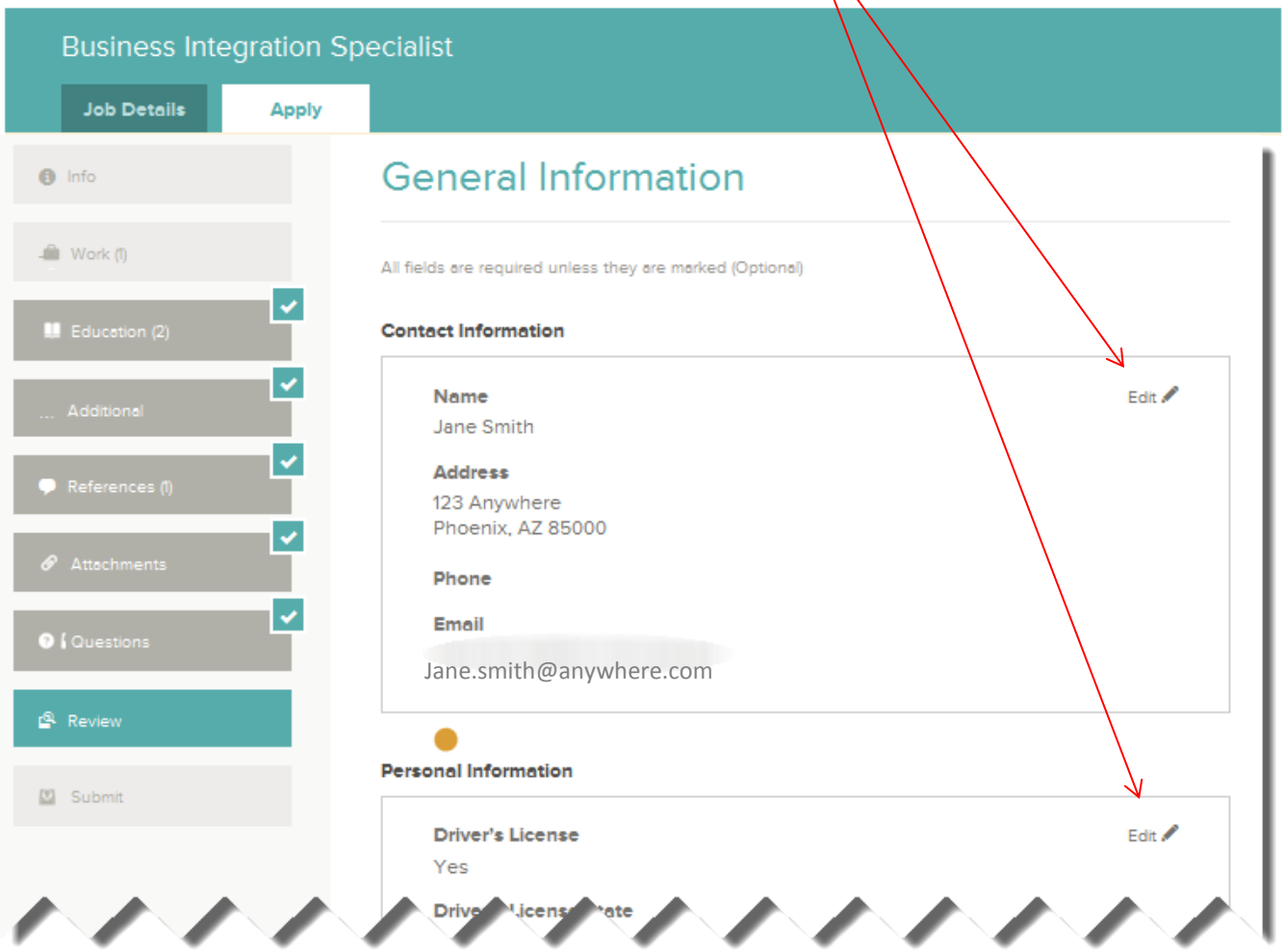
Step 13 >> Questions. The Questions section will appear after successfully uploading any files in the Attachments section. Review and **thoroughly** respond to all Agency and Supplemental Questions. Please note that questions with an asterisk "*" are required.



TIP! Completed sections are marked finished as you make progress.

Click "Proceed to Review" after all questions have been answered.

Step 14 >> Review. After you've completed the Questions section, you will be taken to the Review page that will allow you to verify all sections of your application. Click on "Edit" to modify information entered or to add additional information.

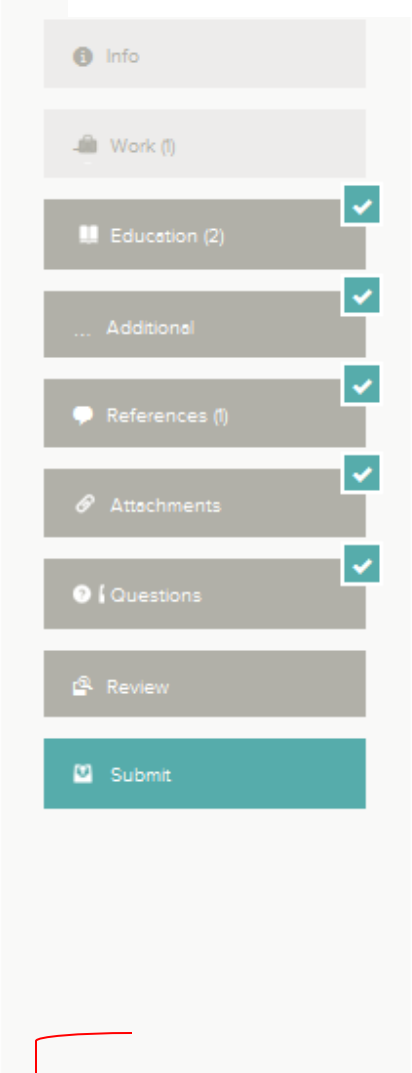


Click "Proceed to Certify and Submit" after all reviewing your application.

NOTE! Be sure to review all sections of the application to ensure the information is accurate and complete. If sections are incomplete, go back to the appropriate sections of the online application and update accordingly. IN MOST CASES APPLICATIONS WILL BE REMOVED FROM FURTHER CONSIDERATION WHEN REQUIRED SECTIONS/FIELDS ARE INCOMPLETE.

Step 15: Read the Certify & Submit disclosure page.

Click "Accept & Submit" to acknowledge your understanding.



Certify & Submit

If you wish to review your information, you may navigate back to any area using the circle-steps above. When you have confirmed your information, click the Accept button to send your application to Maricopa County.

After you have submitted your application, you will receive an e-mail confirming the receipt of your application.

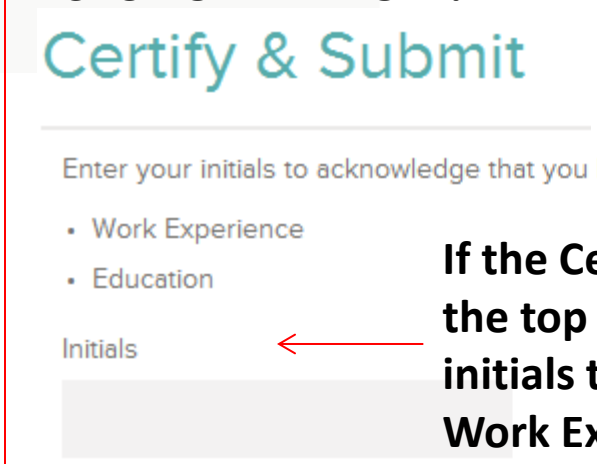
Information included on your application will be used in the candidate evaluation process and, as such, will be assumed to be a snapshot of your credentials at the time of submission.

By clicking on the Accept button, I certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) is a basis for disqualification or dismissal. I have read the job posting and agree to the conditions established therein. I authorize investigation of all information provided. I authorize Maricopa County and the Judicial Branch of Arizona in Maricopa County to contact current and previous employers if I am one of the top candidates. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties form all liability for any damages that may result from furnishing such information. I acknowledge that Maricopa County reserves the right to conduct background checks on all employees. I further acknowledge that some positions require detailed background investigations as part of the pre-employment process and that additional information/consent may be required in later stages of the selection process.

Maricopa County and the Judicial Branch of Arizona in Maricopa County are not responsible for the accuracy of the data provided and shall not be liable for any errors (factual, transposition, or otherwise) contained in the information you provided on your application. This employer complies with all applicable federal and state laws governing recruitment and hiring, including ARS 23-211 et seq. (E-Verify).

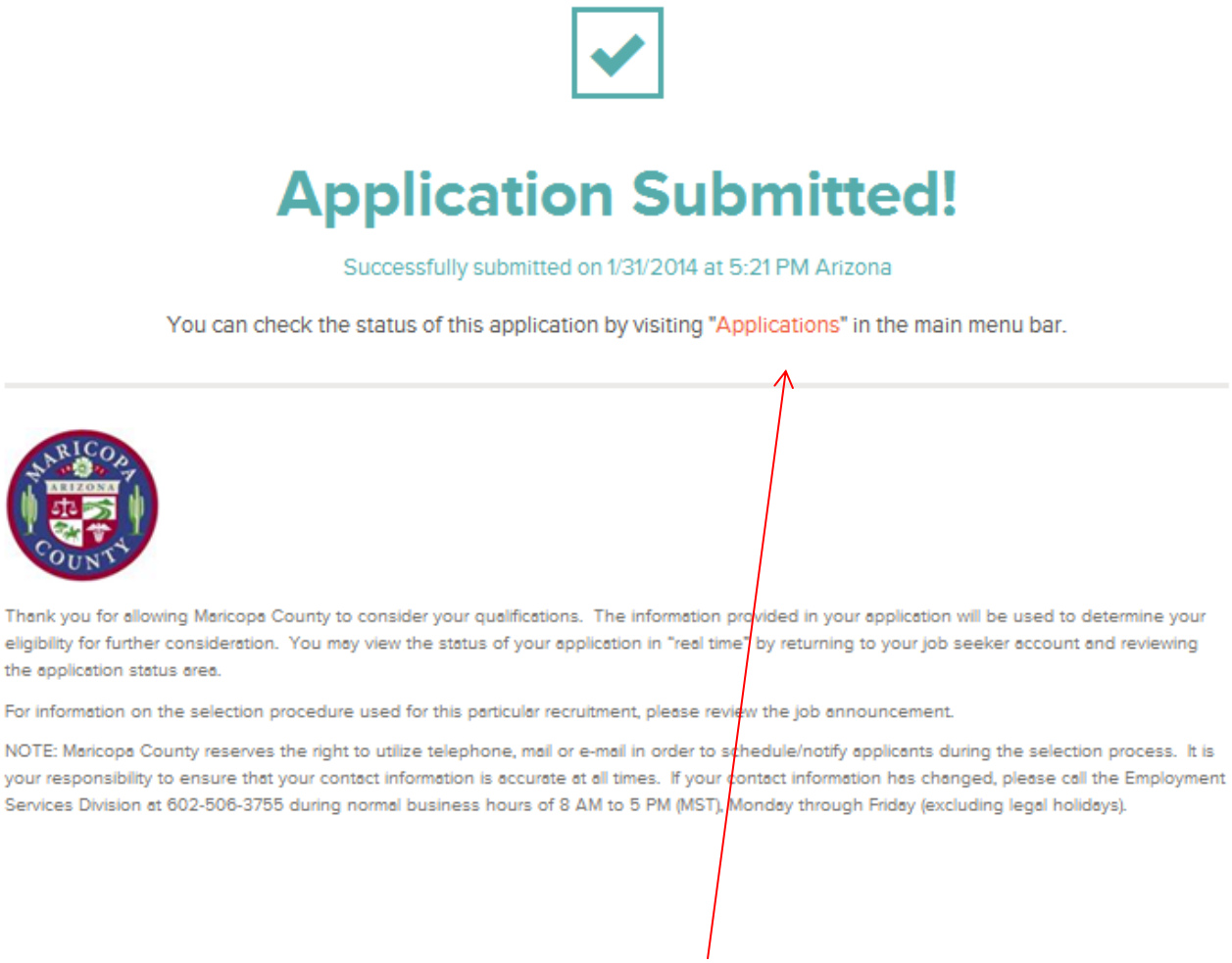
Decline | Accept & Submit

CAUTIONARY NOTE!



If the Certify & Submit page contains this notice at the top of the page requesting you enter your initials to acknowledge that you have skipped the Work Experience or Education sections of the online application, stop and return to the listed sections to update accordingly. APPLICATIONS WILL BE REMOVED FROM CONSIDERATION WHEN REQUIRED SECTIONS/FIELDS ARE INCOMPLETE.

You will receive the confirmation below once your application has been submitted.



Application Submitted!

Successfully submitted on 1/31/2014 at 5:21 PM Arizona

You can check the status of this application by visiting "Applications" in the main menu bar.

Thank you for allowing Maricopa County to consider your qualifications. The information provided in your application will be used to determine your eligibility for further consideration. You may view the status of your application in "real time" by returning to your job seeker account and reviewing the application status area.

For information on the selection procedure used for this particular recruitment, please review the job announcement.

NOTE: Maricopa County reserves the right to utilize telephone, mail or e-mail in order to schedule/notify applicants during the selection process. It is your responsibility to ensure that your contact information is accurate at all times. If your contact information has changed, please call the Employment Services Division at 602-506-3755 during normal business hours of 8 AM to 5 PM (MST), Monday through Friday (excluding legal holidays).

Tip! If you would like to print a copy of the application, visit the "Applications" portion of your account, selecting the applicable job title to open the application, and look for print icon.

End of Instructions.