



## MEMORANDUM

**Date:** December 24, 2015

**To:** Department HR Teams

**From:** Gina Forman, Manager  
ECOS Project

**Subject:** ECOS Phase 3A (P3A) Training – “JOBS Training”

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The California Department of Human Resources (CalHR) is preparing for the January 15, 2016 implementation of Phase 3A (P3A) of the Examination and Certification Online System (ECOS) Project. This release will introduce the new CalCareer Account (JOBS.CA.GOV) and JOBS functionality. Beginning January 6, 2016, a 2 component training model will be utilized to deliver JOBS Training in preparation of the January 15, 2016, P3A implementation.

The first component, JOBS Training Class, consists of a two hour structured, instructor led training given in a hands-on classroom setting in our ECOS Training Site. In the JOBS Training Class, the Instructor will walk participants through the new functionality available to handle typical tasks of recruiting and hiring (e.g. establishing a Job, advertising the Job, and managing applications). The changes to Certification tasks as they relate to JOBS will also be addressed – including linkage of Certs to Jobs, streamlined cert actions, and Contact Letter management.

The second component, JOBS Workshop, consists of a self-paced workshop provided in an open-house, lab setting. Once an individual completes the training class (first component), they are eligible to attend the workshop. Each class participant is invited to bring one to three (1-3) RPA Packages from their office, to work through in the workshop. CalHR staff will be on hand in the workshop to assist attendees in reinforcing the newly learned knowledge from the class by applying it to their actual work scenarios in the ECOS Production Site.

This training model is intended to provide attendees an opportunity to develop a strong initial understanding of how to enter a Job Control and create the corresponding Job Posting in preparation of implementation. After gaining experience in utilizing JOBS within ECOS, participants will be equipped to return to their office with the confidence to continue entering other RPA Packages for their Department. Participants are welcome to return to the workshop (any day it is open and available) for any additional time, if needed.

In preparation of the 1/15/16 ECOS P3A implementation, multiple JOBS Training Classes and Workshops will be offered 1/6/16 – 1/15/16. A Complete listing of sessions is available on Attachment A of this Memo. All of the listed JOBS Training Classes and Workshops will be located at:

CalHR  
1816 16<sup>th</sup> Street  
Sacramento, CA

### **Who Should Attend Training**

All ECOS Users who have an active ECOS User Login with at least one of the following User Group assignments:

- ◆ JOBS User
- ◆ Job Creator
- ◆ Posting Editor (*Note: If this is the only permission an attendee has, they will not be able to accomplish anything in the Open Workshop, unless they have a partner who has been given either JOBS User or Job Creator permission*)
- ◆ CERT User (*Note: If this is the only permission an attendee has, they will not be able to accomplish anything in the Open Workshop, unless they have a partner who has been given either JOBS User or Job Creator permission.*)

### **ECOS P3A Permission Calculator**

The ECOS P3A Permission Calculator is a tool provided to assist Department Admins in determining the appropriate permission levels. This new tool is designed to recommend the specific User Group access to be granted for each employee. This tool has self-contained instructions and interactive worksheets to aid Departments in this effort. Department Admins are able to grant access to the new User Groups for their HR staff at any time, as they are already available for assignation in ECOS.

**ATTENTION:** It is strongly recommended that these permissions be granted to HR Staff before they register for training, and no later than their training date. Class Attendees will not be granted any new access by the class instructors. The lack of an access level listed above will limit, if not completely prohibit, their participation in the workshop.

**NOTE:** Due to the above limitation, CalHR Staff, may withhold your registration in order to accommodate someone else with the proper permissions. Additionally, individuals who are only granted Hiring Unit access will not be scheduled for training.

## Registration Process

A completed Training Registration Form (Attachment B) must be submitted for each individual and approved in order to confirm a slot in the Jobs Training Class. Once scheduled, Class Participants will receive a schedule confirmation letter for the session they are scheduled to attend. To register for Jobs training, please follow these simple steps:

1. Ensure a Department Admin adds your P3A access to your current ECOS login (An active ECOS Login and appropriate Access is required)
2. Complete the Training registration Form (Attachment B)  
*Registration Form is also available on the Grapevine.*
  - a. Indicate your 1<sup>st</sup> choice for a Training Class Session
  - b. Indicate up to two back up choices for a Training Class Session
3. Submit your completed Training Registration Form to [ECOSTraining@CalHR.CA.GOV](mailto:ECOSTraining@CalHR.CA.GOV) with a subject line of "Training Registration".

NOTE: Registration for the Jobs Training Class is required, however, the Jobs workshop is an open house available to anyone once they have completed the class, regardless of the completion date.

Efforts will be made to accommodate your 1<sup>st</sup> Choice for training, but there is no guarantee that everyone's individual request will be granted. Out of Town individuals will be given a priority due to travels. Please communicate your needs on your registration form.

Questions regarding this memo may be directed to [ECOSTraining@CalHR.ca.gov](mailto:ECOSTraining@CalHR.ca.gov) with a subject line of "JOBS TRAINING MEMO".

## Attachment A – ECOS Training Schedule

### P3A JOBS Training Class Schedule

Registration is required to attend this instructor led, hands on class. Due to the volume of Class Sessions, the class times will be strictly enforced. If you are unable to be on time for a specific session, please select an alternative session. It is recommended that each attendee arrive 10 minutes prior to start time of your session to check in, as the instructors will begin each class promptly at the specified start time and will not be able to interrupt the class.

PREREQUISITE: Both prerequisites must be met for registration to be accepted.

1. Individuals must have an active Login for ECOS.
2. ECOS Login must be assigned at least one of the following User Groups:
  - a. Jobs User
  - b. Job Creator
  - c. Posting Editor
  - d. Cert User

Date	Session	Start Time	Priorities
1/6/16 (W)	T1	1:00 PM	Reserved For CalHR Employees
1/7/16 (TH)	T2	8:00 AM	- Large Depts
	T3	10:30 AM	- Out of Town Users (4+ hrs from Sacramento)
	T4	1:00 PM	
1/8/16 (F)	T5	8:00 AM	
	T6	10:30 AM	
	T7	1:00 PM	
1/11/16 (M)	T8	8:00 AM	- Depts without Trained staff
	T9	10:30 AM	- Out of Town Users (4+ hrs from Sacramento)
	T10	1:00 PM	- Large Depts
1/12/16 (T)	T11	8:00 AM	
	T12	10:30 AM	
	T13	1:00 PM	
1/13/16 (W)	T14	8:00 AM	
	T15	10:30 AM	
	T16	1:00 PM	
1/14/16 (TH)	T17	8:00 AM	
	T18	10:30 AM	
	T19	1:00 PM	
1/15/16 (F)	T20	8:00 AM	
	T21	10:30 AM	
	T22	1:00 PM	

### **P3A JOBS Workshop Schedule**

No registration taken for this open house style session. Attendees are welcome to show up at any time during the open time. It is recommended you plan for at least 60 minutes to work, and allow an additional 30 minutes to wait during “busy times”.

**PREREQUISITE:** Individuals must have completed a P3A JOBS Training Session

<b>Session</b>	<b>Date</b>	<b>Open Times</b>
W1	1/7/16 (TH)	10:00 AM – 4:00 PM
W2	1/8/16 (F)	9:00 AM – 4:00 PM
W3	1/11/16 (M)	9:00 AM – 4:00 PM
W4	1/12/16 (T)	9:00 AM – 4:00 PM
W5	1/13/16 (W)	9:00 AM – 4:00 PM
W6	1/14/16 (TH)	9:00 AM – 4:00 PM
W7	1/15/16 (F)	9:00 AM – 4:00 PM

**Attachment B - Applicant Information regarding ECOS P3A Implementation**

**ECOS Training Registration Form**

**ECOS Training Class:** \_\_\_\_\_ P3A JOBS Training \_\_\_\_\_

Attendee Information:

Name:	
Classification:	
Phone Number:	
Email Address:	
Department:	

ECOS Access Information:

Indicate which User Group(s) you have been granted access to:

ECOS Login ID:

Cert User

Jobs User

Job Creator

Posting Editor

Indicate your Class Preferences

Choice	Session #	Date	Start Time
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			

NOTE: Classes promptly begin at the start time. Arrive 10 minutes early to check in.