

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Changes to State Human Resources Job Postings, Applicant Tracking, and Certification Online Systems	REFERENCE NUMBER: 2016-001
DATE ISSUED: January 6, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Department Directors
Department Deputy Directors
Personnel Officers
Examination Managers**

FROM: California Department of Human Resources
Selection Division

CONTACT: Adria Jenkins-Jones, Chief
Selection Division
Phone: (916) 323-5290
Fax: (916) 323-6206
Email: Adria.Jenkins-Jones@calhr.ca.gov

Consistent with the goal of Civil Service Improvement to streamline the state's job posting and application processes, on January 15, 2016, the California Department of Human Resources (CalHR) is pleased to announce the release of new functionality within the Examination and Certification Online System (ECOS). The ECOS currently serves as the state's certification system, with all state departments utilizing the system to appoint individuals from certification lists. CalHR is expanding the services of ECOS by introducing the CalCareer account and job control features. These changes will also update and improve the www.jobs.ca.gov website for applicants, to be released on January 22, 2016. This phase of the project will replace three existing systems resulting in a more user friendly and efficient job application process for the state.

The current online State Application Profile will be replaced by the CalCareer account which will allow applicants to:

- Update their own contact information and conditions of employment online;
- Receive and respond to contact letters electronically; and
- Store and submit job applications electronically and track the status of applications submitted.

These changes allow departments to receive electronic applications from job applicants, allowing for a streamlined process of tracking applications.

The current Vacant Position Online System (VPOS) and Career Executive Assignment (CEA) job posting systems will also be replaced. The new functionality will provide departmental human resources (HR) offices tools to manage job recruitment activities, including announcements, associated certification lists, applications, and correspondence (e.g., contact letters) within one system. HR offices will have tools allowing them to provide enhanced services to their programs during the recruitment process such as the ability to electronically share approved job applications with hiring managers.

Departmental HR staff were given the opportunity to participate in user acceptance testing as well as provided detailed information regarding operational impact and instructions addressing the different aspects of the scheduled implementation. Specifically, they were provided with:

- 1) [Implementation Details](#) – provides dates/times of the implementation steps and departmental tasks.
- 2) [ECOS Departmental Administrator Instructions](#) – provides tools and responsibilities of the Administrator to assign proper access.
- 3) [Jobs Training Memo](#) – provides details about training offered and the registration process.

As part of this transition, the majority of the CalHR Examination and Certification systems relating to state employment were taken down for modification on December 31, 2015 and continuing through January 15, 2016. Departmental staff have been notified that training will be available January 7-15, 2016. As part of the training, staff can attend workshops to enter all current job postings and CEA/Exempt announcements and receive assistance from ECOS staff prior to the release of the updated website.

Please note that the www.jobs.ca.gov website is scheduled to be down from 2:00 p.m. January 19, 2016 through noon January 22, 2016 and will be unavailable to the public. Therefore, all vacancy postings, examination announcements, and internet exams will be unavailable. Departments will not be able to include January 20 or 21 as advertisement days for examination and job announcements.

For questions regarding ECOS Implementation, please contact your department HR office or Gina Forman at (916) 323-6099 or email Gina.Forman@calhr.ca.gov.

/s/Adria Jenkins-Jones

Adria Jenkins-Jones, Chief
Selection Division