



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

**Selections Division**

1515 S Street, North Building, Suite 500  
Sacramento, CA 95811

**Governor** Edmund G. Brown Jr.

**Secretary, Government Operations Agency** Marybel Batjer

**Director** Richard Gillihan

**DATE:** May 23, 2017

**TO:** Department Directors, Department Deputy Directors, Department Personnel Officers

**FROM:** Gina Forman  
Staff Services Manager II  
Selections Division, Examination & Certification Online System Project

**SUBJECT:** Examination & Certification Online System Phase 3B Implementation

CalHR is excited to announce the upcoming release of Examination & Certification Online System (ECOS) Phase 3B Implementation (P3B), scheduled for June 30, 2017. The new release will provide examination administration functionality in ECOS, which will complement the existing certification and jobs functionality. While there will continue to be regular upgrades to ECOS, P3B is the last major functionality phase to be implemented, allowing the Legacy system to be retired.

Previous ECOS releases required all departments to transition at the same time, with hard due dates applicable to the entire HR community. Unlike previous releases, the P3B release lends itself to a “phased transition” approach. This allows for more flexibility and an opportunity to support departments in enhancing processes to capitalize on the available functionality. Therefore, P3B implementation will be a much more comprehensive process than the previous releases. Additionally, each department will phase in ECOS P3B functionality independently in accordance with a generalized timeframe and individualized guidance from CalHR. Once a department is trained in ECOS exams, all of their new exams must be entered and processed in ECOS. Under most circumstances, exams initiated in Legacy will be finalized in Legacy.

When implementing P3B, departments will be guided through their transition in groups. To promote success, departments will be selected for groups (referred to as Implementation Classes) according to certain similarities. Once selected for an Implementation Class, each department will be assigned a CalHR implementation team to ensure each department’s needs are identified and addressed in the process. Each Implementation Class is expected to contain 10-30 departments and take 3-6 months to fully transition.

Some of the departmental transition goals are:

- ◆ Implement annual system access guidelines
- ◆ Meet annual system access requirements
- ◆ Receive ECOS training (i.e. Administrator, Certs, Jobs, and Exams)
- ◆ Receive electronic applications
- ◆ Utilize electronic correspondence
- ◆ Create HR reports available in ECOS
- ◆ Administer an examination through ECOS (publishing the exam bulletin through creating eligibility records)

The tentative kick-off dates and high level milestone due dates for the first three Implementation Classes are:

#	Class	Group Kick-Off	Training Complete	Complete 1 <sup>st</sup> Exam	Graduation
1	Alpha	6/30/17	8/14/17	11/6/17	11/20/17
2	Bravo	7/20/17	8/31/17	11/23/17	12/7/17
3	Charlie	8/22/17	10/11/17	1/3/18	1/17/18

After working with the first three Implementation Classes, CalHR will be able to determine the number of additional Implementation Classes and timelines needed to transition the remaining departments in the most efficient manner possible.

A survey of department HR shops is expected to obtain valuable data to assist in assessing readiness for P3B. The information collected, combined with other information such as reports of current operational data, will be used in determining which departments to invite for each Implementation Class. This allows us to foster success in determining the best Implementation Class placement for each department. The survey was sent out May 19, 2017 and responses due by June 2, 2017. Please ensure your department participates by submitting survey response timely, to assist in proper Implementation Class placement. If your department did not receive the survey, it can be found here: [ECOS P3B Readiness Survey](#)

Questions regarding P3B implementation may be directed to Gina Forman, (916) 323-6099, or [Gina.Forman@CalHR.ca.gov](mailto:Gina.Forman@CalHR.ca.gov).