

NAVIGATING THROUGH THE STATE'S SELECTION PROCESS

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STEPS IN THE HIRING PROCESS

PERSONS SEEKING EMPLOYMENT

- TAKE EXAMS
- APPLY FOR JOBS

HIRING MANAGERS/ SUPERVISORS SEEKING APPLICANTS FOR JOBS

- ADVERTISE POSITIONS
- CONTACT ELIGIBLES ON LISTS
- SCREEN APPLICATIONS
- HIRE THE BEST PERSON FOR THE JOB

PURPOSE

- Provide general knowledge of the examination, recruitment, and hiring process.

Identify:

- Basic examination information/requirements.
- Essential information that should be in a job opportunity bulletin (JOB).

STATE PERSONNEL BOARD

SPB was constitutionally created in 1934 to administer the civil service system and ensure that state employment is based on merit and free of political patronage.

Note: Currently, California State government's personnel functions are split between DPA and SPB. This will change on July 1, 2012, the effective date for the two departments to once again become one, as the California Department of Human Resources (CalHR).

DEPARTMENT OF PERSONNEL ADMINISTRATION

DPA was created in 1981 through a Governor's reorganization act to administer those aspects of the State personnel system that had become subject to collective bargaining under the Ralph C. Dills Act.

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EXAMINATIONS

SPB is responsible for overseeing the State's selection system, including testing and examination processes conducted on both centralized and decentralized bases, as well as ensuring that departmental testing activities result in merit-based, job-related selection decisions in the civil service.

JOB ANALYSIS

- REQUIRED FOR ALL EXAMINATIONS.
- REQUIRES PARTICIPATION FROM CURRENT INCUMBENTS AND THEIR SUPERVISORS.

JOB ANALYSIS

- TYPICALLY TAKES 2-3 MONTHS TO COMPLETE.
- FOR LARGER EXAMINATIONS CAN TAKE A YEAR OR MORE TO COMPLETE.
- THIS IS ALSO TRUE FOR LARGER DEPARTMENTS.

ADVERTISING PERIODS FOR EXAMINATION ANNOUNCEMENTS

- There is a minimum advertising period for all examinations
- Is there a maximum advertising period?

MINIMUM

- All examinations, including CEA examinations, must be advertised a minimum of 10 working days (2 weeks).

MAXIMUM

- There is no maximum advertising period.
- Hard to recruit for classifications are typically advertised on a continuous basis.

EXTRA CREDITS

- Extra Credits are granted in some open examinations.

CAREER CREDITS

- Are awarded in open, nonpromotional examinations.
- These examinations are for classifications that have a limited number of current employees and need a larger candidate pool.
- Successful candidates, who qualify, receive 3 extra points added to their final score

VETERANS PREFERENCE POINTS

- These points are granted in entrance examinations.
- An entrance examination is any open competitive examination other than one for a class having a requirement of both college graduation and two or more years of experience.

RANKINGS

There are three types of rankings for eligible lists:

- Rule of 3 Ranks
- Rule of 1 Rank
- Rule of 3 Names

RULE OF 3 RANKS

- Each rank consists of 1 or more eligibles.
- Hires may be chosen from the top 3 interested ranks.
- It only takes one interested person in a rank for the rank to not be cleared.

RULE OF 1 RANK

- Each rank consists of 1 or more eligibles.
- This type of ranking is utilized in supervisory examinations only (with the exception of those classifications designated Rule of 3 Rank).
- Only those eligibles in the highest rank (one) may be considered for appointment

RULE OF 3 NAMES

- Each rank consists of only 1 eligible. Scores are carried out to the second decimal point.
- Tie scores are randomly put into ranks by the State Personnel Board's On-Line Examination System.
- Only the highest 3 names may be considered for appointment.

RULE OF THE LIST

All names may be considered for hire, regardless of their ranking.

Lists that are Rule of the List are:

- SROA (State Restrictions of Appointments)
- LEAP (Limited Examination and Appointment Program)
- NextStep
- ISWAP (Injured State Workers Assistance Program)

TIME FOR QUESTIONS

HIRING PACKAGE

- Request for Personnel Action (RPA)
- Duty Statement (Current/Proposed)
- Organization Chart (Current/Proposed)
- Justification
- Methods of Recruitment Desired

RECRUITMENT

- Advertisements
- Eligible Lists

ADVERTISEMENTS

- Position Statement
- Desirable Qualifications
- Hours
- Filing Requirements

ELIGIBLE LISTS

- Certifications
- Contact Letters

ORDER OF LISTS

- NextSTEP
- Subdivisional Reemployment
- Departmental Reemployment
- General Reemployment
- Super SROA
- SROA
- ISWAP

ORDER OF LISTS

Continued

- Subdivisional Promotional
- Departmental Promotional
- Multidepartmental Promotional
- Servicewide Promotional
- Preferred Limited Term

ORDER OF LISTS

Continued

- Departmental Open
- Open
- LEAP

CONTACT LETTERS

Reply by Dates (Postmarked)

4 Working Days - Eligibles who are in the same area that the position is located (i.e., position is located in Sacramento and the eligibles are located in Sacramento, Folsom, Rancho Cordova, etc.)

CONTACT LETTERS

Continued

Reply by Dates (Postmarked)

6 Working Days - Eligibles who are outside of the area where the position is located (i.e., position is located in Sacramento and the eligibles are located in Placerville, Auburn, Stockton, etc.)

TRANSFERS

State employees may transfer to other classifications that are substantially similar in salary.

Useful Tool:

- Transfer calculator on SPB's website.

PROMOTIONS

- Permanent State employees may be considered for promotion from an employment list.
- Promotion is typically the next level in the employee's career field.

TRAINING & DEVELOPMENT ASSIGNMENTS (T&D)

- Permanent State employees may be considered for a T&D if the JOB states that a T&D will be considered.
- T&D is typically utilized to provide opportunities in a different career field to which the employee is currently employed.

NEW TO THE STATE

- Appointments are from a departmental open or open eligible list.

LEAP

- LEAP employment lists are referral lists used to hire individuals with disabilities into the State.
- Hiring managers/supervisors are required to complete a Job Examination Period (JEP) for all LEAP hires.

TEMPORARY HIRES

- Student Assistant
- Youth Aid
- Seasonal

CALIFORNIA GOVERNMENT CODES

- Up to Date Government Codes are on the [Legislative Counsel's Website](#)
- www.leginfo.ca.gov/calaw.html

CALIFORNIA CODE OF REGULATIONS

- Up to Date Regulations (aka Rules) are available on the [Office of Administrative Law's](#) website.
- www.ccr.oal.ca.gov

FLOWCHARTS

- Examination Process
- Hiring Process

ANY FINAL QUESTIONS?

CONTACT INFORMATION

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Thank you for attending!

- You will receive an e-mail with evaluation questions and a link to your certificate of completion within one to three days.
- The recorded session and handouts will be posted to the [Virtual Training Center](#)

The webinar is now over.