

# How to Begin Your State Career



California  
Department of  
Human Resources

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# OBJECTIVES

- Overview of California civil service career opportunities
- How to Search for career opportunities
- Explanation of the assessment process
- Overview of the state's hiring process
- Resources available to you

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# PREMIER EMPLOYER

- Largest employer in California
- Over 150 agencies and state departments
- Multiple geographical locations
- Great salary and benefit packages
- Vast career opportunities
- Stability

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# HOW TO GET STARTED

- The state's hiring process is a merit based system conducted in three steps
- First search for career opportunities
- Second take and pass an assessment
- Third complete an application template, apply for open positions and participate in a hiring interview

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# KEY POINTS TO STATE SERVICE

- 3 Ranks
- Apply for vacancies once you have received a passing score
- Placement on an eligibility list does not guarantee job appointment

# AUDIENCE BASED NAVIGATION

[Home](#)[New To State Service](#)[State Employees](#)[Veterans](#)[Persons with Disabilities](#)[State Retirees](#)[Log In](#)

## Find Jobs by Industry

To assist job seekers in their search, we have grouped our approximately 3,500 job classifications into the 22 major occupational groups listed below. These 22 groups, or job families, were developed by the federal government as a way to standardize the terminology to describe work across the nation – both in government and the private sector – based on similarities of the work performed, and sometimes on the skills, education, and training needed to perform the work. Click on a job group below for examples of the types of jobs in that category.

[Architecture and Engineering](#)[Healthcare Support](#)[Arts, Design, Entertainment, Sports, and Media](#)[Installation, Maintenance, and Repair](#)[Building and Grounds Cleaning and Maintenance](#)[Legal](#)[Show More](#)

[WWW.CALCAREERS.CA.GOV](http://WWW.CALCAREERS.CA.GOV)



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

# FIND JOBS BY INDUSTRY

 Architecture and Engineering

 Arts, Design, Entertainment, Sports, and Media

 Building and Grounds Cleaning and Maintenance

 Business and Financial Operations

 Community and Social Services

 Computer and Mathematical

 Construction and Extraction

 Education, Training, and Library

 Farming, Fishing, and Forestry

 Healthcare Support

 Installation, Maintenance, and Repair

 Legal

 Life, Physical, and Social Science

 Management

 Office and Administrative Support

 Personal Care and Service

 Production

 Protective Service

# SELECT OCCUPATIONAL GROUP

## ▶ Art and Design Workers

⊕ Show Specific Job Classes

 View jobs for entire group

## ▶ Entertainers and Performers, Sports and Related Workers

⊕ Show Specific Job Classes

 View jobs for entire group

## ▶ Media and Communication Workers

⊕ Show Specific Job Classes

 View jobs for entire group



## ▶ Media and Communication Equipment Workers

⊕ Show Specific Job Classes

 View jobs for entire group

# CURRENT JOB OPENINGS

## COORDINATOR (COMMUNICATIONS), OFFICE OF EMERGENCY SERVICES

**Working Title:** Assistant Chief

**Job Control:** 43689

**Salary Range:** \$5025.00 - \$6239.00

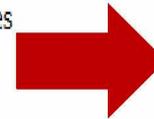
**Work Type/Schedule:** Permanent Fulltime

**Department:** California Governor's Office of  
Emergency Services

**Location:** Orange County

**Publish Date:** 11/18/2016

**Filing Deadline:** Until Filled



[View Job Posting](#)

## DISTRICT SALES REPRESENTATIVE, CA STATE LOTTERY

**Working Title:** N/A

**Job Control:** 60037

**Salary Range:** \$3517.00 - \$4403.00

**Work Type/Schedule:** Permanent Fulltime

**Department:** CA State Lottery

**Location:** Santa Clara County

**Publish Date:** 4/4/2017

**Filing Deadline:** 4/18/2017

[View Job Posting](#)

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# POSITION DESCRIPTION

Under the general supervision of the Telecommunications Branch Chief, the incumbent provides direct support to Radio Operations and Headquarters Cal OES Facilities in tasks pertaining to radio, voice, video and data communications systems. The incumbent will assist Federal, State and Local agencies in planning and implementing emergency radio, video, voice and data communications systems within the operational areas and facilities. The incumbent will provide input and assistance as necessary to Mather, Southern, Coastal and Inland Regions Staff and coordinate with the IT Staff in matters that pertain to radio, video, voice and data communication. The incumbents primary responsibility is to support the State Operations Center (SOC) and the State Operations Communications Center (SOCC) with secondary responsibilities to assist with the mobile and portable assets are kept in a ready state of deployment.

Working Conditions



**Please see attached Duty Statement.**

# DUTY STATEMENT

<i>Percent of Time</i>	ESSENTIAL FUNCTIONS
50%	Incumbent will be responsible for the Radio System and Telecommunications Computer-Aided Dispatch (CAD) equipment including the Digital Voice Recorders. The incumbent will make recommendations to the Communications Chief, Telecommunications staff and IT staff pertaining to radio, video, voice and data communications that pertain to Cal OES Facilities buildings and Operational Areas. The incumbent will coordinate, plan, and ensure the maintenance of all Radio, voice and data communications services and functions within the Cal OES facilities and State Operations Center. This includes radio, telephone, wiring, data systems, mobile communication systems, wireless systems; with software and hardware needed to complete and maintain specific systems. The incumbent will assist in training Cal OES staff in use of various communication systems.
35%	The incumbent will be the lead, responsible for maintaining all portable and cache radio and phone assets to include deployment readiness, testing, maintenance, repair, inventory of equipment, procuring replacement parts and tools, and cleaning of assets upon return from deployments. The incumbent will be responsible for coordinating with other Cal OES branches and State agencies on all field exercises and displays requiring cache resources, mobile equipment installations including the Fire Engine Program.

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# FOLLOW ALL INSTRUCTIONS

## How to apply:

To have your application considered for this job opportunity, please put the **JC #43689, RPA #16-TEL0001** or the **Position #163-380-8115-007** in the “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING” section on the State Application, STD. 678, you **must** note how you have eligibility (list, transfer, reinstatement, etc.) in the “EXPLANATIONS” section on the State Application, STD. 678, you **must** list your most current employment history first in the “EMPLOYMENT HISTORY” section on the State Application providing the “From” and “To” dates with the month, day and year, the “Hours Per Week” that you worked and the Total Worked (Years/Months), the Salary you earned per hour/week/month/year in the “Salary Earned” section. You **must** complete the “DUTIES PERFORMED” on the State Application (do not note “see attached resume” in this section). NOTE: Incomplete applications received will not be considered. Resumes are welcomed but do not take the place of the completed State Application STD 678. Please note, applications received via fax or e-mail will **NOT** be accepted. **If you would like confirmation of receipt please send certified mail.** Only the most qualified candidates will be interviewed.

# CREATE A CALCAREER ACCOUNT



## Create a CalCareer Account

Create Account

If you do not already have a CalCareer Account, please create a new account by clicking on the "Create Account" button.

Getting a job with the State of California is now simpler than ever. Start by creating a CalCareer account. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

### Benefits of a CalCareer Account

- Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities
- Upload and store your resume
- Easily view your eligibility status
- Save and submit multiple applications electronically
- And much more ...



## Log In

User I.D.

Password

Log In

[Forgot User I.D./Password](#)

[WWW.CALCAREERS.CA.GOV](http://WWW.CALCAREERS.CA.GOV)



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# CREATE A CALCAREER ACCOUNT



CalCareers



Home



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State Retirees



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User I.D.

Password

Log In

[Forgot User I.D./Password](#)

# CALCAREER ACCOUNT

 CalCareer Account	<h2>Application Templates</h2> <p><a href="#">Analyst</a> <a href="#">Template 2</a> <a href="#">Template 3</a></p> <p><b>Template:</b> Analyst</p> <p><b>Last Updated on:</b> 01/22/2016</p> <p><b>Jump to a section:</b></p> <p><a href="#">Questions</a></p> <p><a href="#">Education (blank)</a></p> <p><a href="#">Experience (blank)</a></p>
 Job Applications	
 Exam Applications	
 Exams / Assessments Passed	
 Messages (1)	
 <b>Application Templates</b>	
 Contact Information	
 Uploaded Documents	

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# ASSESSMENTS

- **Open Examinations** are open to both State employees and individuals who are not employed by the State that meet the minimum qualifications
- **Promotional Examinations** are open for current permanent civil service State employees currently working for the department, and veterans.

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# VETERANS PREFERENCE

## **Assembly Bill 372:**

1) As of January 1, 2014, any Veteran, widow or widower of a Veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list

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# Veterans continued

- Effective 1/1/16 – California Wounded Warriors Transitional Leave Act
  - Military service-connected disability (30% +)
  - Sick leave with pay of up to 96 hours
  - Medical treatment for military service-related disability

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# LEAP

- Limited Examination and Appointment Program (LEAP) – is designed to help persons with disabilities get jobs in state civil service. LEAP is an alternative to the traditional testing process, allowing applicants to demonstrate knowledge, skills and abilities through on-the-job

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# ASSESSMENT METHODS

- **Qualifications Appraisal Panel (QAP)** – oral interview by a panel of interviewers who ask patterned questions
- **Written Exam**
- **Supplemental Exam** – The candidate completes a set of questions relative to his/her experience and/or education (also referred to as Qualifications Assessment)
- **Education and Experience (E&E)** – Testing department assigns a score based on information on the State Application (Form 678)
- **Online Examinations** –available to take 24/7 at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)

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# PREPARING FOR AN ASSESSMENT

- Examination bulletin
- Job Specifications
- State Library study guides



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# STATE APPLICATION (STD. 678)

- Complete the top portion of the application
- Include the exact title of the position for which you are applying, Job Control number, and Position Number
- Answer questions 1 through 7 on the front of the application, and questions 8 -11 if required for the position
- Complete the Education (#13) and Experience (#14) portions of the back of the application and attach your resume to the application. (Be sure beginning and ending dates, and hours per week are included.)

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# STATE APPLICATION (con't)

- Print the application form (unless applying online)
- Sign and date the front of the application (unless applying online)
- Submit the application to the location identified on the examination/position announcement
- Retain a copy for your files

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# APPLICATION REMINDERS

- Use all relevant paid and volunteer experience
- Equal Employment Opportunity questionnaire (Exams/Assessment only)
- Submit on time

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# APPLY

- Apply for job openings as soon as you pass an assessment
- Follow all application instructions
- Submit on time

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# PREPARE FOR HIRING INTERVIEW

- Study job announcement
- Duty Statement
- Review departmental website
- Relate your experience and knowledge to the essential duties and desirable qualifications
- Read all application instructions

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# SUMMARY

1. Create a profile on [www.calcareers.ca.gov](http://www.calcareers.ca.gov)
2. Apply for and take an assessment
3. Successfully pass the assessment
4. Apply for a job vacancy
5. Participate in a hiring interview

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# RESOURCES

[www.calhr.ca.gov](http://www.calhr.ca.gov)

[www.calcareers.ca.gov](http://www.calcareers.ca.gov)

[LEAP@calhr.ca.gov](mailto:LEAP@calhr.ca.gov)

[CalCareer@calhr.ca.gov](mailto:CalCareer@calhr.ca.gov)

CalHR Exams Section Contact Number:  
(866) 844-8671 Voice; CA Relay 7-1-1

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# VETERAN RESOURCES

[www.calvet.ca.gov](http://www.calvet.ca.gov)

[www.edd.ca.gov](http://www.edd.ca.gov)

[www.calguard.ca.gov](http://www.calguard.ca.gov)