

HIRING PROCESS GUIDE

Please note the following is a quick visual reference to help guide you through the State hiring process. If you are new to State service, you must take and pass an open exam for the classification of interest and participate in the Department's hiring process. Follow these 5 easy phases to become a member of Department of Technology team.



[PHASE 1: CREATE AND SET UP YOUR PROFILE] To get started, create a profile with the California Department of Human Resources (CalHR).

1] Visit the CalHR Careers in California Government website (www.jobs.ca.gov) under the "Sign In to My Profile" section, click on "Create a new profile."

2] Complete all the fields on this page to set up your profile. Please note the following:

- A phone number or email address is required to retrieve your password if you forget it!
- An email address is required if you would like to be notified before your application is deleted after being inactive for 180 days!
- User I.D.s are unique. If the I.D. you have chosen is already taken, add a number or short word to the end.
- User I.D.'s and passwords cannot be the same. Each must be at least four characters long.

Then click the "Continue" button.

3] Once you have signed up, print and save the "New User Signup - Account Verification" page. Keep your UserID and Password private. Click the "Login" button to log into the system.

New User Signup - Account Verification

Print or save ("File... Save As") this page, and keep your UserID and Password private. If you do not be able to retrieve your password from our system.

UserID: Coffee1234
First Name: John
Last Name: Smith
Phone: [REDACTED]
Email: [REDACTED]
Security Answer: [REDACTED]

Login



"We deliver the technology services California government depends on."



4] Once logged in, under the "My Profile" page, set up your profile by completing the "My Application" section.



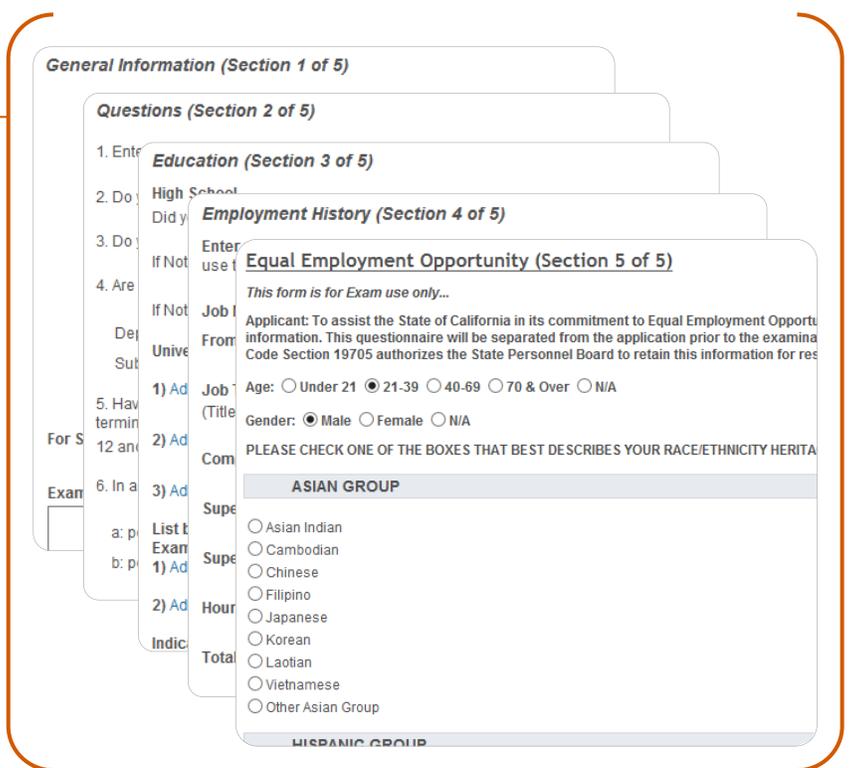
5] Under the "My Application" section, complete the following five sections:

1. General Information
2. Questions
3. Education
4. Employment History
5. Equal Employment Opportunity*

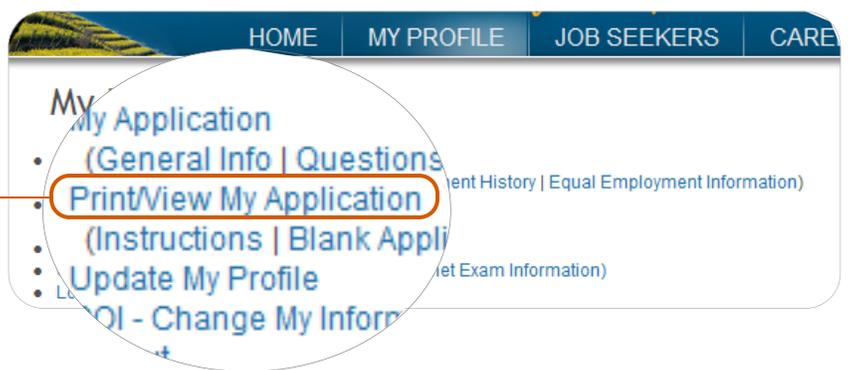
*This form is for Examination use only

Information should be current and detailed. This information will determine if you meet the minimum qualifications to take the exam.

Please note, by completing this section, you are also setting up your State Application (STD 678), which you will use when applying for job openings.



6] Once you have completed the "My Application" (Sections 1 through 5), click on "Print/View My Application," this will auto fill your State Application (STD 678) based on what you have entered in the "My Application" section.



Note: If you need to update your profile, you may do so under "Update My Profile."





[PHASE 2: SEARCH FOR AND TAKE AN EXAMINATION (EXAM)] The exam is a preliminary screening tool that pre-qualifies you to be able to apply for job openings. If you are new to State employment, you may apply only for exams designated as “open” to the public. If you are a veteran, you may apply for both “open” and “promotional” exams. Review over each exam bulletin carefully. Please note, you will need to pass a separate exam for each desired classification. Follow the steps below to complete the exam process.

7] SEARCH FOR AN EXAM: Once your profile is set up, the next step is to search for an exam. Visit CalHR (www.jobs.ca.gov), under “Search Exams and Job Vacancies” section search by:

1. Job Title: If you know a specific classification you are looking for.
2. Department: If you are searching for jobs in a specific department.
3. If unsure, click on “Show All/Posts This Week/Posts This Month.”

Then click the “Search” button.

8] It will then populate a list of current exams and job vacancies. On the “Exams & Job Vacancies Search Results” page under the “Exams” column, click on the “Bulletin” link.

On the “Exams Search Results” page under the “Exam ID” column, click on the link below.

9] APPLY FOR AN EXAM: An exam bulletin for the classification you selected will open. Review the exam bulletin carefully and follow the instructions on how to apply.

If you meet all the criteria, including the minimum qualifications, either complete and submit a Standard State Application (STD 678) or apply and take the exam via the Internet (example shown on the right).



“We are making GREAT ideas happen.”



10] PREPARE FOR AND TAKE THE EXAM:

Review the “Examination Information” section to find what type of test will be used and how the test will be scored.

The example shown on the right is an online exam. After clicking on the link from the exam bulletin, the “Examination Information” page will open.

Please read and complete each page carefully as instructions may vary. For example (as shown on the right), application materials like these exams are accepted ONLY on the internet. DO NOT submit a State Application (STD 678) or a hard copy version of these materials.

Training and Experience Examination Supplemental Information

Exam Application

CAL HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Staff Services Analyst (General) Examination Information

Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam.

[The Official Staff Services Analyst \(General\) Class Specification](#)
[General State Civil Service Examination Information](#)
[About the Internet Testing Process](#)
[Veterans' Preference Information](#)

Read all of the information on each page carefully.

Application materials for the Staff Services Analyst (General) examination are accepted ONLY on the Internet. Do NOT submit a State Application Form or a hard copy version of these materials.

The online testing process will instantly give results for the online examination. Until you receive these results, you have not completed the examination process.

11] EXAM RESULTS:

You will receive your exam score by mail or when you complete the online exam (example shown on the right). Your score determines your ranking on the eligibility list. We hire individuals within the top three ranks.

Make sure to print a copy of this “Results” page for your records, as you may be required to attach when applying for jobs.

Note: Your eligibility will have an expiration date.

Staff Services Analyst (General) Results

This is your official notice of examination results. You will not receive written confirmation of these results. Print a copy of this result screen for your records. Use the browser's print button to print your results.

Candidate Information: 035819

Name: RUDOLF B... caltech1234
Address: 123... SACRAM...
Date of Birth: ...
City: ...
State: ...
Zip: ...

Exam Title: Staff Services Analyst (General)
Score: 95%
Result: Passed

Congratulations JOHN SMITH! You have passed the Staff Services Analyst (General) examination and are eligible for the corresponding eligible list(s).

Your eligibility expires on 03/03/2015. You may retake the exam 12 months from the date of your last attempt.

To view your current ranking visit the [eligible list disclosure web page](#). Please note that your ranking may change daily. This is because the SPB is unable to tell candidates their exact ranking on a basis with candidates being...

12] To find your ranking, under “My Profile,”

click on “My Rank - Eligible List Disclosure.” Use one of the available features to locate:

- Department Name
- Classification
- List Type

Eligible Lists

Department Name: [All Departments]
Classification: STAFF SERVICES ANALYST (GENERAL)
List Type: [All List Types]

Eligible List Details

List Number: 396
Classification: STAFF SERVICES ANALYST (GENERAL) - 00105157
List Type: Servicewide Open
List Date: 8/1/2007 12:00:00 AM
List Life: Continuous
Total Number on List: 12798

Rank	Score	
1	275	VET
1	6088	95
2	2113	90
3	1638	85



“Going out of our way to help each other reach our goals.”



[PHASE 3: APPLY FOR JOBS] Once eligibility has been established, you can start searching and applying for job openings in the classification for which you have successfully tested. Below are ways to search and apply for job openings:

13] EMPLOYMENT INQUIRY:

These letters are sent to those in reachable ranks for current vacancies. It is a standard form which lists information including the classification, location, and address to respond to by a specific date.

STATE OF CALIFORNIA – DEPARTMENT OF HUMAN RESOURCES Contact Date: 01/29/2014

EMPLOYMENT INQUIRY
STD. 628 (REV. 12/2013)

To be considered for this job, your reply must be received or postmarked by the DUE DATE: 02/10/2014. If you are not interested, no need to reply; your eligibility will remain active and no waiver will be charged.

TO: John Smith 1234 Gold Center Drive Sacramento, CA 95743	CERTIFICATION NUMBER 10001362 — 1
	HIRING DEPARTMENT NAME AND NUMBER Department of Technology 916-431-5460 ext: CALIFORNIA RELAY SERVICE 1-800-735-2929
SEND REPLY TO: Department of Technology Attention: Samantha Johnson Selection Services Unit P.O. Box 1810 Rancho Cordova, CA 95741	POSITION LOCATION Sacramento County
CLASSIFICATION CODE AND TITLE 00101384 DATA PROCESSING MANAGER II	LIST TYPE General Reemployment
	SALARY RANGE PER \$5,849 - \$7,688 Month
	LEAP JOB EXAM PERIOD

14] VACANT POSITION DATABASE

ON THE WEB (WVPOS): Is a database of all current state job vacancies managed by CalHR (www.jobs.ca.gov), under “Search Exams and Job Vacancies” section search by:

1. Job Title: If you know a specific classification you are looking for.
2. Department: If you are searching for jobs in a specific department.
3. If unsure, click on “Show All/Posts This Week/Posts This Month.”

Then click the “Search” button.

On the “Exams & Job Vacancies” page under the “Job Vacancies” column, to view the job posting, click on the link below.

Search Exams and Job Vacancies

Search feature does not include CEA/Exempt, Retired Annuitant positions, or all Student. For these openings, navigate to the bottom of the page under Other Employment Opport

Job Title:
Department:

Show All | Posts This Week | Posts This Month

Exams & Job Vacancies

TECHNOLOGY, DEPARTMENT OF

Below is the list of current examinations and Job vaca

To view the listing of Exams or Job Vacancies for a d

Displaying 1 - 8 of 8 records

Job Title	Exams	Job Vacancies
ADMINISTRATIVE ASSISTANT I	1 Bulletin	1 Vacancy
DATA PROCESSING MANAGER III	1 Bulletin	3 Vacancies
DATA PROCESSING MANAGER IV	1 Bulletin	2 Vacancies
SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)	1 Bulletin	1 Vacancy
STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)	1 Bulletin	1 Vacancy
STAFF PROGRAMMER ANALYST (SPECIALIST)	1 Bulletin	2 Vacancies

15] DEPARTMENTAL VACANCY

LISTINGS: These are available vacancies posted on department’s website.

CA.GOV **California DEPARTMENT OF TECHNOLOGY**

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Job Openings

Instructions for applying:
When applying for a Job Opening, you must be sure to submit **one state application per RPA #**. You **must** indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

View Department of Technology Promotional Exam Bulletins

RPA	Position Description	Division	Posting Date	Final Filing Date
13-189	Administrative Assistant I	Customer Delivery Division	2/3/14	Until Filled
13-160	Data Processing Manager III	CDD / Account Management Branch	12/19/13	12/30/13 or Until Filled

16] STUDENTS:

To apply for “Student” positions, an exam is not required. To obtain more information, visit Foundation for California Community College (FCCC) page (https://foundationccc.org/).

HOME MY PROFILE JOB SEEKERS CAREER PLANNING GENERAL INFO

Student Employment

Typically, state departments hire Student Assistants using two different options.

Option #1: The department advertises their own vacancies and hires their student assistants into the civil service Student Assistant classifications. For additional information about the classifications (job titles) listed below, select the title under the classification heading. For information regarding current open Student Assistant positions, select the current posted vacancies information listed under vacancies and adjacent to the classification you are interested in.

Classification	Vacancies
Youth Aid	Current posted vacancies
Graduate Student Assistant	Current posted vacancies



“Striving to exceed the expectations of external and internal customers.”



[PHASE 4: PREPARE FOR THE HIRING INTERVIEW] You may be contacted for a hiring interview for the job you applied for. The hiring interview is specific to a particular job, in a department for the classification.

To prepare for your interview, review the duties and responsibilities of the Job Opportunity Bulletin. Acquaint yourself with the mission and functions of that department and how the job you are interviewing for contributes. If you are not selected, continue applying for additional job openings.

California DEPARTMENT OF TECHNOLOGY

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- Public Records Requests
- Job Openings

Quick Links

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- IT Due Dates
- Budget Control Sections
- CA IT Strategic Plan
- Technology Letters / Memoranda / SAM / SIMM
- Employment Information & Job Openings
- Examinations
- Public Records Request
- ADA Grievances
- Public Safety Communications Office

[PHASE 5: SERVE A PROBATIONARY PERIOD] Once you have been hired into State service, you will serve a probationary period of 6 or 12 months, depending on your classification. When you have successfully completed probation, you attain permanent status as a State employee. However, unsuccessful performance may lead to rejection during probation and failure to attain permanent status.

