

How to Search for & Apply to State Jobs

An Overview

Presented by:

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UC Davis MPH Alumni Board /
CA Department of Public Health

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PES Building, Rm 3001 | UC Davis

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How to Apply for a State Job

- Step 1: Sign in to your CalCareer Account
- Step 2: Take and Pass an Examination
- Step 3: Search and Apply for Jobs

<https://www.jobs.ca.gov>



CALIFORNIA

State Jobs


INTEGRITY | SERVICE | MEANING

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Step 1: Your CalCareer Account

How to create a New CalCareer Account



The screenshot shows the California State Jobs website. At the top, there is a navigation bar with the CA.GOV logo, 'CALIFORNIA State Jobs', and a search bar. Below the navigation bar, there are three main sections: 'Staff Services Analyst', 'Associate Governmental Program Analyst', and 'CalCareer Sign In'. The 'CalCareer Sign In' section includes fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot User ID / Password' and 'Create a New Account'. Below these sections, there is a 'How to Apply for a State Job' section with a 'Step 1 Sign In to Your CalCareer Account' button and a 'Search Exams and Job Vacancies' search bar.

Welcome to the State of California's Jobs website.


https://youtu.be/yER_7P7k2Ro

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Step 2: Taking an Exam

How to Take an Exam



This screenshot is identical to the one in Step 1, showing the California State Jobs website with the 'CalCareer Sign In' and 'Create an account to take the exam 24/7' options.

Welcome to the State of California's Job website.

<https://youtu.be/J9STRabaDV8>

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Step 3: Applying for a Job

Apply for a State Job

Press **Esc** to exit fullscreen

State Agencies | Help | English

Search

Sign In

MY ACCOUNT JOB SEEKERS TOOLS

Just offered online all day, every day

Staff Services Analyst

Create an account to take the exam 24/7

Associate Governmental Program Analyst

CalCareer Sign In

User ID

Password

Login

Forgot User ID/Password

Create a New Account

How to Apply for a State Job

Step 1 Sign in to Your CalCareer Account

Search Exams and Job Vacancies

Job Title/Keyword

Welcome to the State of California's Jobs website.

<https://youtu.be/h98MUb0NkHk>

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State Jobs Website: Applying

jobs.ca.gov

CDPH
California Department of
Public Health
Department of Public Health

JOB ANNOUNCEMENT POSTING

JC-14328 - STAFF SERVICES ANALYST (GENERAL)

Final Filing Date: 4/28/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Position Details

Job Control #: JC-14328

Position #(s): 580-222-5157-XXXX

Classification: STAFF SERVICES ANALYST (GENERAL)
\$3,045.00 - \$4,738.00

obtain eligibility by taking an examination.

View Available Examinations

Application Methods

You can apply for this job via the following method(s):

- Electronic (through your CalCareer Account)

Use Your CalCareer Account

Manage your applications and update your information with ease through your CalCareer Account. If you do not have a CalCareer Account, it is easy to create one. Use the buttons below to either log in or create a new account.

Log In to My CalCareer Account

Create My CalCareer Account

Additional Documentation

Duty Statement

Class Specification(s):

- STAFF SERVICES ANALYST (GENERAL)

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Duty Statement

file:///C:/Users/Superdan/Desktop/SSA15-CHS-1870.pdf

DUTY STATEMENT

Class Title: Staff Services Analyst Position Number: 060-222-6157-XXXX

CV Classification: Yes No

Unit: Policy and Analysis Unit (PAU)

Section: Assessment and Policy Section

Branch: Public Health Policy and Research Branch

Division: Center for Health Statistics and Informatics

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) oversees and operation of the Medical Marijuana Identification Card (MMIC) Program. Performs a variety of moderately complex analytical duties in the areas of assisting in developing MMIC policies, procedures and guidelines. Serves as the MMIC contact and liaison to counties, other State agencies, and the private sector. Works in conjunction with other staff to provide technical assistance to county staff, and respond to email and telephone inquiries. Assists in analyzing legislation that impacts MMIC; drafts proposed legislation, correspondence, invoices, and memos provided to individual counties; develops Budget Change Proposals (BCP); and drafts other documents as needed. Assists county personnel in troubleshooting system issues or generating new passwords.

Supervision Received: Under the supervision of a Staff Services Manager I

Supervision Exercised: None

Description of Duties: See Duties Below

Percent of Time	Essential Functions
20%	Analyzes and responds to written and oral inquiries originating from other State employees, county agencies, law enforcement or the public. Relies requests for information to other staff as necessary. Prepares, researches, and provides a recommendation to management on MMIC appeals.
20%	Reconciles invoices, processes invoices for payment, performs cost trend analysis and if necessary makes recommendations to management on related MMIC changes. Responsible for a variety of tasks relating to MMIC, such as oversight of confidential destruction, card deactivation, etc. Advises management, in writing or orally, of issues and recommended

Duty statements are specific to the vacant position!

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State Jobs Website: Tools

jobs.ca.gov

jobs.ca.gov/Public/Tools/ToolsMain.aspx

CALIFORNIA State Jobs

INTEGRITY | SERVICE | MEANING

State Agencies | Help | Español

Search

Sign In

MY ACCOUNT JOB SEEKERS **TOOLS**

Tools

Resource	Description
Tutorials for Job Seekers	Videos tutorials regarding navigating the Job.ca.gov website and managing your CalCareer Account.
Organization notifications	Organization (e.g. Career Centers) sign up for State Employment Opportunities notifications.
Classification	Listing of California Civil Service Classification Specifications.
Glossary	Terminology Definitions.
Eligible List Disclosure	View the details of any active eligibility list.
Transfer Calculator	Tool to assist in determining transfer ability from one class to another.
Standard State Application Forms	Standard forms used for applying to State Examinations and Jobs.
FAQ	View the Answers to frequently asked questions (FAQs).

<https://www.jobs.ca.gov/Public/Tools/ToolsMain.aspx>

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State Jobs Website: Glossary

Useful Terms to Know:

- **Application (STD 678)**
- **Continuous (Filing Type)**
- **Eligibility**
- **Eligible List**
- **Examination (Exam)**
- **Job Specifications**
- **List Life**
- **List Score**
- **Minimum Qualifications (MQs)**
- **Open Exam**
- **Scoring and Ranking**
- **Take and Successfully Pass**
- **Test Type**
- **Vacancy**

<https://www.jobs.ca.gov/Public/GeneralInfo/Glossary.aspx>

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Things I wished I had known...

- Advanced degree does not guarantee eligibility for vacant positions
- The State job search and application process can take a long time
- Applying to State jobs consists of a "multi-part" process
- Really understand what is required
- Take initiative during this entire process

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Resources

- CalCareer Questions
(866) 844-8671
Email: CalCareer@calhr.ca.gov
- CalHR Main Webpage
<http://www.calhr.ca.gov/Pages/home.aspx>
- UCD ICC Government Jobs Webpage
<https://icc.ucdavis.edu/find/resources/online-job-search/government.htm>

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Questions?

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Thank you!



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State Jobs Website: Searching

<https://www.jobs.ca.gov/Public/JobVacancySearch.aspx>

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State Jobs Website: Applying

Job Title	Approximate Salary	Job Type	Department	Location	Publish Date	Filing Deadline
STAFF SERVICES ANALYST (GENERAL)	\$2945.00 - \$4788.00	Permanent Fulltime	Department of Public Health	Sacramento County	04/08/2016	04/22/2016
STAFF SERVICES ANALYST (GENERAL)	\$2945.00 - \$4788.00	Permanent Fulltime	Department of Public Health	Sacramento County	04/14/2016	04/28/2016
STAFF SERVICES ANALYST (GENERAL)	\$2945.00 - \$4788.00	Permanent Fulltime	Department of Public Health	Contra Costa County	04/19/2016	05/03/2016

<https://www.jobs.ca.gov/Public/JobVacancySearchResults.aspx>

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CDPH: Current Open Examinations

Current Open Examinations

cdph.ca.gov/SERVICES/JOBS/PAGES/CURRENTOPENEXAMINATIONS.ASPX

California Department of Public Health CDPH

Home Programs Services Health Information Certificates & Licenses Publications & Forms Data

en Español

Most Popular Links

Quick Links

Home > Services > Job Opportunities > Current Open Examinations

Current Open Examinations

Exam Bulletins	Final Filing Date
Chief, Branch Public Health Laboratory	April 18, 2016
Bulletin Rider - Final Filing Date Extension - Chief, Branch Public Health Laboratory	April 29, 2016

Continuous Examinations

Applications are accepted continuously

[Animal Technician II](#) [Nurse Consultant II](#)
[Animal Technician III](#) [Nurse Consultant III \(Specialist\)](#)
[Animal Technician IV](#) [Nurse Consultant III \(Supervisor\)](#)
[Assistant Health Physicist](#) [Occupational Therapy Consultant](#)
[Assistant Industrial Hygienist](#) [Pharmaceutical Consultant II \(Specialist\)](#)

<http://www.cdph.ca.gov/SERVICES/JOBS/PAGES/CURRENTOPENEXAMINATIONS.ASPX>

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CDPH: Current Open Examinations

Health Program Specialist

cdph.ca.gov/services/jobs/Documents/ContinueOpen/Health%20Program%20Specialist%20%201-28-16.pdf

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH PROGRAM SPECIALIST I
OPEN EXAMINATION
CONTINUOUS TESTING
K9110 - EC30 - B41530
Bulletin Release Date: February 1, 2016
This bulletin supersedes the bulletin released on November 16, 2015

The State of California is an equal opportunity employer for all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Applications and supplemental applications must be submitted to the address listed below via the U.S. Postal Service, or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/14678.pdf>.

By Mail or In Person:

California Department of Public Health (916) 322-4460
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

FINAL FILING DATE: Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the final filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

January 5, 2016 April 5, 2016 July 5, 2016 October 3, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

<http://www.cdph.ca.gov/services/jobs/Documents/ContinueOpen/Health%20Program%20Specialist%20%201-28-16.pdf>

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CaIHR Website

Looking for a State Job?

The State of California offers a rich variety of career possibilities—including hundreds of professions. Many state employees find that California state government is more than just a great place to work, it is a career in public service. The state offers great health benefits and has one of the best pension plans in the nation. To start your state career, you must first establish your eligibility, then you can apply for vacant positions.

[Visit our Jobs site](#)

I want to

- [Find exams and job openings](#)
- [See webinars on using our new Jobs Site](#)
- [Learn about the state's hiring process](#)
- [Get job descriptions](#)

<http://www.calhr.ca.gov/Pages/home.aspx>
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CaIHR Website

Job Descriptions

Also known as class specifications, these job descriptions tell you:

- Definition of the classification
- Minimum qualifications you need to apply for this job
- Typical tasks you'd do in the job

Remember, these are only job descriptions. These aren't job openings. Use these descriptions to figure out what jobs you could do for the State. Look on our [jobs site](#) when you're ready to apply.

Index of job descriptions

Class Code: Class Title:

Class Code	Class Title	Specification
0563	SENIOR PUBLIC HEALTH BIOLOGIST	View
0564	ASSOCIATE PUBLIC HEALTH BIOLOGIST	View
0565	ASSISTANT PUBLIC HEALTH BIOLOGIST	View
1869	HEALTH RECORD TECHNICIAN I	View

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>
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CaIHR Website

The screenshot shows a web browser window with the URL <http://www.calhr.ca.gov/state-hr-professionals/pages/8337.aspx>. The page header includes the CA.GOV logo and the CAL HR CALIFORNIA DEPARTMENT OF HUMAN RESOURCES logo. A search bar is visible in the top right. The main navigation menu includes: GET A STATE JOB, SALARY & BENEFITS, TRAINING, and HR NET. The breadcrumb trail is: Home | State HR Professionals | Health Program Adviser/Specialist/Manager Series. The main heading is "Health Program Adviser/Specialist/Manager Series" followed by "California State Personnel Board Specification". Below this, it states "Series established June 11, 1981". A section titled "Scope" contains a detailed description of the series specification, mentioning tasks like health program administration, consultation, and contract evaluation. At the bottom, there is a URL <http://www.calhr.ca.gov/state-hr-professionals/pages/8337.aspx> and the text "Careers in Health | How to Search for & Apply to State Jobs". The UC Davis MPH Alumni Board logo is in the bottom right corner.

Online Demo

The screenshot shows a web browser window with the URL <https://jobs.ca.gov/Public/CreateNewAccount.aspx>. The page header includes the CA.GOV logo and the CALIFORNIA State Jobs logo with the tagline "INTEGRITY | SERVICE | MEANING". A search bar and "Sign In" link are in the top right. The main navigation menu includes: MY ACCOUNT, JOB SEEKERS, and TOOLS. The main heading is "Create New Account". The form contains several input fields: "User I.D.:" (marked as required), "Password:" (marked as required), "Confirm Password:" (marked as required), "First Name:" (marked as required), "Middle Name/Initial:", "Last Name:" (marked as required), and "Name Suffix:". To the right of the form is a "User I.D. and Password Rules" box with the following instructions:

- Your User I.D. and Security Question are required to reset your password if you forget it!
- User I.D.'s are unique. If the User I.D. you have chosen is already taken add a number or short word to the end.
- User I.D. must be between 5 and 25 characters.
- Password may not contain your User I.D. or any significant part of your full name.
- Password must be at least 8 characters and must contain at least 1 of each of the following: upper case letters, lower case letters, numbers.

 A note below the rules states: "NOTE: A valid email address is required to retrieve your User ID if you forget it!". At the bottom, there is a URL <https://jobs.ca.gov/Public/CreateNewAccount.aspx> and the text "Careers in Health | How to Search for & Apply to State Jobs". The UC Davis MPH Alumni Board logo is in the bottom right corner.

State Jobs Website: Standard App

The screenshot shows the 'Tools' section of the jobs.ca.gov website. A table lists various resources:

Resource	Description
Tutorials for Job Seekers	Videos tutorials regarding navigating the Job.ca.gov website and managing your CalCareer Account.
Organization Notifications	Organization (e.g. Career Centers) sign up for State Employment Opportunities notifications.
Classification Specifications	Listing of California Civil Service Classification Specifications.
Glossary	Terminology Definitions.
Eligible List Disclosure	View the details of any active eligibility list.
Transfer Requests	Assist in determining transfer ability from one class to another.
Standard State Application Forms	Standard forms used for applying to State Examinations and Jobs.
FAQ	View the Answers to frequently asked questions (FAQs).

<https://www.jobs.ca.gov/Public/Tools/ToolsMain.aspx>

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State Jobs Website: Standard App

The screenshot shows the 'std678.pdf' application form. It includes the following sections:

EXAMINATION / EMPLOYMENT APPLICATION
KSL 478 (REV. 10/2013) Page 1

Applications will be processed ONLY for classifications where an examination is in progress and the published final filing date has not passed, or for vacant positions where a department requests an application.

PRINT OR TYPE--PLEASE SEE INSTRUCTIONS ON BACK PAGE

PERSONNEL USE ONLY

ANSWER THE FOLLOWING QUESTION:

- Enter the county in which you would like to take the examination if different from the county of your residence.
- Do you need reasonable accommodation to take an interview or written test? Yes No
- Do your religious beliefs prevent you from taking an examination on Saturday? Yes No
- Are you now employed by the State of California? (If "YES," fill in the information below.) Yes No
Department: _____ Subdivision: _____
- Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been suspended during a probationary period, or whose demotions or terminations have been overturned, withdrawn (unilaterally or as part of a settlement agreement) or revoked need not answer "Yes") (Refer to the instructions for further information. If "Yes" to Question #5, give details in the Explanations section.) Yes No
- In addition to English, list any other languages you
a. possess verbal fluency in _____
b. possess written fluency in _____
- I certify I can type at a speed of _____ words per minute. (For typing applicants only.)
- Do you meet the minimum and/or maximum age requirements? Yes No

<https://www.jobs.ca.gov/pdf/std678.pdf>

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