How to Search for & Apply to State Jobs

An Overview

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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

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Step 1: Your CalCareer Account

How to create a New CalCareer Account

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

Welcome to the State of California’s Job website.

https://youtu.be/J9STRabaDV8

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Step 3: Applying for a Job

State Jobs Website: Applying

https://youtu.be/h98MUb0NhK

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Duty Statement

Duty statements are specific to the vacant position!

State Jobs Website: Tools

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

Questions?

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Thank you!
State Jobs Website: Searching

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

State Jobs Website: Applying

https://www.jobs.ca.gov/Public/JobVacancySearchResults.aspx
CalHR 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

http://www.calhr.ca.gov/Pages/home.aspx
"Careers in Health": How to Search for & Apply to State Jobs

CalHR 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 work you’ll do in this 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

http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx
"Careers in Health": How to Search for & Apply to State Jobs
CalHR Website

Health Program Adviser/Specialist/Manager Series

California State Personnel Board Specification
Series established June 11, 1981

Scope
This series specification describes classes which perform a variety of tasks related to health program administration, including the provision of consultation to State, Federal and local agencies in the planning, implementation, evaluation and monitoring of health programs, special studies or projects. In the course of these activities, Health Program Adviser/Specialists/Managers develop, evaluate and research health policy issues, coordinate health program activities, disseminate information to agencies, prepare, monitor and evaluate contracts for compliance with health regulations; develop and submit grant proposals for funding; define new programs and identify resources required; apply and recommend changes in health regulations; policies and procedures; plan and perform staff work for health-related advisory committees; perform or supervise complementary staff support functions; manage or supervise complex major health programs or projects; and represent the department in dealings with local, State, Federal and private jurisdictions.

http://www.calhr.ca.gov/state-hr-professionals/pages/8337.aspx
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Online Demo

Create New Account

User I.D. *
Password *
Confirm Password *
First Name *
Middle Name/Initial *
Last Name *
Name Suffix *

https://jobs.ca.gov/Public/CreateNewAccount.aspx
"Careers in Health", How to Search for & Apply to State Jobs
State Jobs Website: Standard App

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

“Careers in Health” | How to Search for & Apply to State Jobs

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

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