

# How to Search for & Apply to State Jobs

## *An Overview*

*Presented by:*

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CA Department of Public Health

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PES Building, Rm 3001 | UC Davis



## 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

How to Apply for a State Job

Step 1  
Sign In to Your CalCareer Account

Welcome to the State of California's Jobs website.

[https://youtu.be/yER\\_7P7k2Ro](https://youtu.be/yER_7P7k2Ro)

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## Step 2: Taking an Exam

How to Take an Exam

How to Apply for a State Job

Step 1  
Sign In to Your CalCareer Account

Welcome to the State of California's Job website.

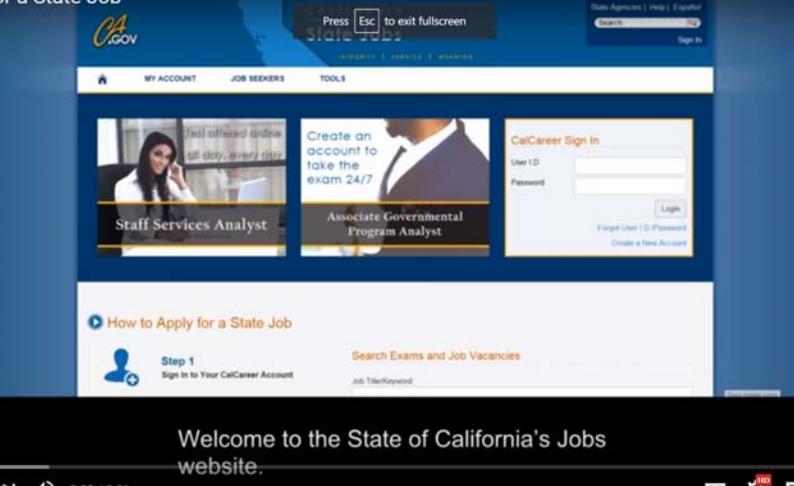
<https://youtu.be/J9STRabaDV8>

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## Step 3: Applying for a Job

Apply for a State Job



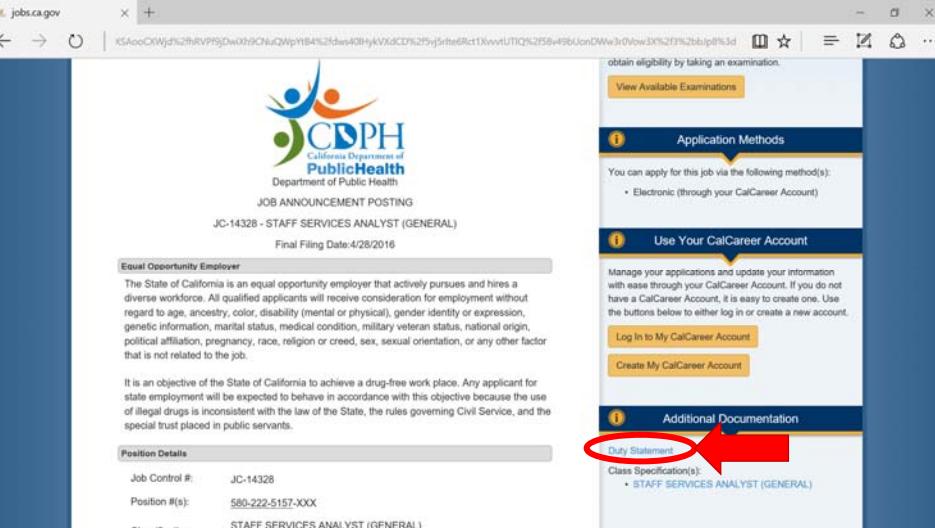
Welcome to the State of California's Jobs website.

<https://youtu.be/h98MUb0NkHk>

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## State Jobs Website: Applying



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-XXX
Classification:	STAFF SERVICES ANALYST (GENERAL) \$3,046.00 - \$4,738.00

**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

DUTY STATEMENT

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

**DUTY STATEMENT**

Position: Staff Services Analyst  
Position Number: 580-222-5157-XXX  
CDS Classification:  Yes  No  
Job: 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 and work in a efficient manner, and, adheres to departmental policies and procedures regarding assignments, leave, and conduct.

**Job Summary:** Under the supervision of the Staff Services Manager, the Staff Services Analyst (SSA) oversees and manages the operation of the Medical Marijuana Identification Card (MMC) Program. Performs a variety of moderately complex administrative duties in the areas of assisting in developing MMC program procedures and guidelines. Serves as the MMC contact for the public, county agencies, law enforcement or the public. 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 MMC and draft proposed legislation, correspondence, invoices, and memo's 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. Refers requests for information to other staff as necessary. Prepares, researches, and provides a recommendation to management on MMC issues.

20% Reconciles, processes invoices for payment, performs cost trend analysis and if necessary, makes recommendations to management on related MMC changes. Responsible for a variety of tasks relating to MMC, 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

**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](mailto: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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[djwoo@ucdavis.edu](mailto:djwoo@ucdavis.edu)

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
STAFF SERVICES ANALYST (GENERAL)	\$2945.00 - \$4788.00	Permanent Fulltime	Department of Public Health	San Joaquin County	04/21/2016	05/03/2016

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

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# CDPH: Current Open Examinations

cdph.ca.gov/SERVICES/JOBSPAGES/CURRENTOPENEXAMINATIONS.ASPX

**California Department of Public Health CDPH**

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[en Español](#)

[Su salud en su idioma](#)

**Most Popular Links**

- [Birth, Death, & Marriage Certificates](#)
- [Licensing and Certification](#)
- [WIC](#)

**Quick Links**

- [About Us](#)
- [CHHS Open Data Portal](#)
- [Decisions Pending & Opportunities for Public Participation](#)
- [Diseases & Conditions](#)
- [Job Opportunities](#)
- [Language Access Complaint Process](#)
- [Local Health Services](#)
- [Newsroom](#)
- [Public Availability of Documents](#)

**Current Open Examinations**

Exam Bulletins	Final Filing Date
<a href="#">Chief, Branch Public Health Laboratory</a>	April 18, 2016
<a href="#">Bulletin Rider - Final Filing Date Extension - Chief, Branch Public Health Laboratory</a>	April 29, 2016

**Continuous Examinations**

Applications are accepted continuously

<a href="#">Animal Technician II</a>	<a href="#">Nurse Consultant II</a>
<a href="#">Animal Technician III</a>	<a href="#">Nurse Consultant III (Specialist)</a>
<a href="#">Animal Technician IV</a>	<a href="#">Nurse Consultant III (Supervisor)</a>
<a href="#">Assistant Health Physicist</a>	<a href="#">Occupational Therapy Consultant</a>
<a href="#">Assistant Industrial Hygienist</a>	<a href="#">Pharmaceutical Consultant II (Specialist)</a>

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

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# CDPH: Current Open Examinations

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**  
KHO10 / 8332 RHBG  
Bulletin Release Date: February 1, 2016

This bulletin supersedes the bulletin released on November 16, 2015

**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/std678.pdf>.

**By Mail or In Person:**

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

**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
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**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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# CalHR Website

CalHR Home | calhr.ca.gov/Pages/home.aspx

GET A STATE JOB SALARY & BENEFITS TRAINING HR NET

Lunchtime Employment Seminars | Long-Term Disability Open Enrollment | Group Legal Services Open Enrollment

**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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# CalHR Website

Job Descriptions - CalHR | calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx

GET A STATE JOB SALARY & BENEFITS TRAINING HR NET

[Home](#) | [State HR Professionals](#) | [Job Descriptions](#)

## 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 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

Class Code:  Class Title:

Class Code	Class Title	Specification
0563	SENIOR PUBLIC HEALTH BIOLOGIST	<a href="#">View</a>
0564	ASSOCIATE PUBLIC HEALTH BIOLOGIST	<a href="#">View</a>
0565	ASSISTANT PUBLIC HEALTH BIOLOGIST	<a href="#">View</a>
1869	HEALTH RECORD TECHNICIAN I	<a href="#">View</a>

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

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CalHR Website

Health Program Adviser x +

calhr.ca.gov/state-hr-professionals/pages/8337.aspx

MAIN CONTENT CA.GOV HELP CENTER CONTACT US

Search...

GET A STATE JOB SALARY & BENEFITS TRAINING HR NET

Home State HR Professionals Health Program Adviser/Specialist/Manager Series

**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 Advisers/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.

Health Program Adviser/Specialist/Manager Series Specification - Class Titles and Codes

<http://www.calhr.ca.gov/state-hr-professionals/pages/8337.aspx>

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Online Demo

jobs.ca.gov x +

jobs.ca.gov/Public/CreateNewAccount.aspx

CALIFORNIA State Jobs INTEGRITY | SERVICE | MEANING

State Agencies | Help | Espanol Search Sign In

MY ACCOUNT JOB SEEKERS TOOLS

**Create New Account**

\* Required

User I.D.:

Password:

Confirm Password:

First Name:

Middle Name/Initial:

Last Name:

Name Suffix:

**User I.D. and Password Rules**

- 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.

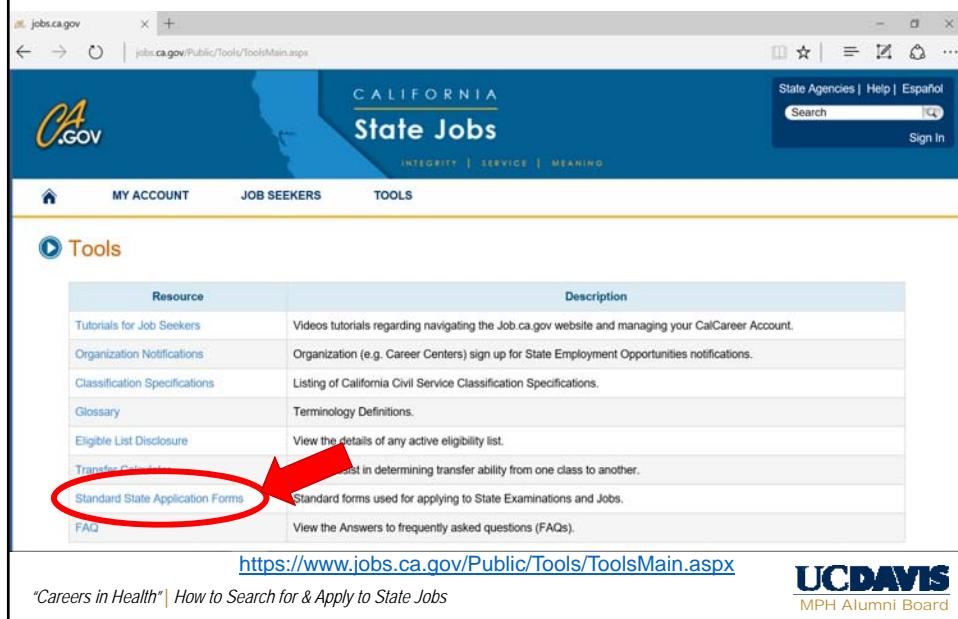
NOTE: A valid email address is required to retrieve your User ID if you forget it!

<https://jobs.ca.gov/Public/CreateNewAccount.aspx>

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## State Jobs Website: Standard App



jobs.ca.gov

CALIFORNIA State Jobs

INTEGRITY | SERVICE | MEANING

MY ACCOUNT JOB SEEKERS TOOLS

Tools

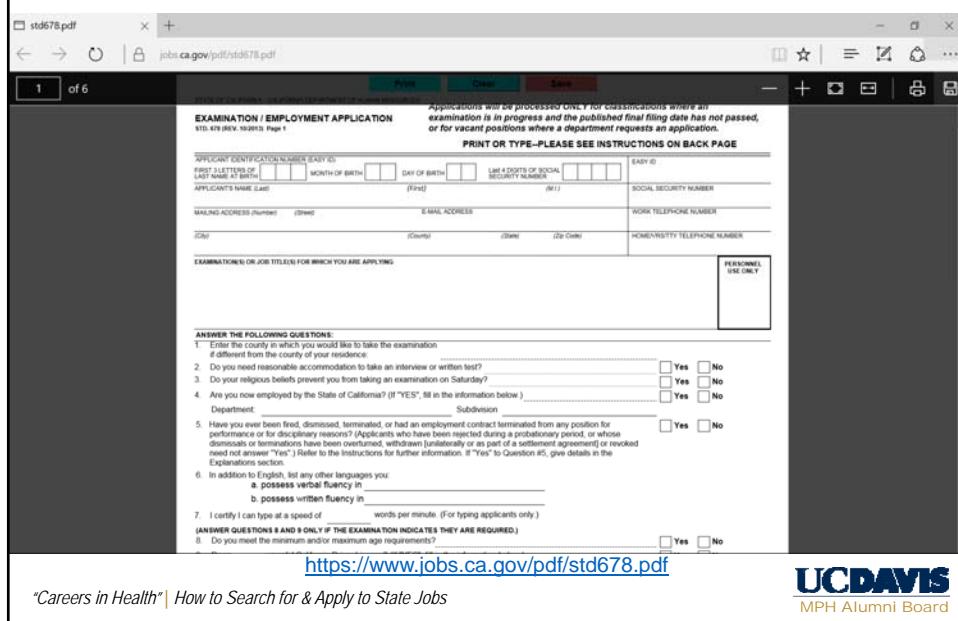
Resource	Description
Tutorials for Job Seekers	Videos tutorials regarding navigating the Job.ca.gov website and managing your CalCareer Account.
Organization Notifications	Organization (e.g. Career Centers) sign up for State Employment Opportunities notifications.
Classification Specifications	Listing of California Civil Service Classification Specifications.
Glossary	Terminology Definitions.
Eligible List Disclosure	View the details of any active eligibility list.
Transferability	Assist in determining transfer ability from one class to another.
<b>Standard State Application Forms</b>	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



std678.pdf

EXAMINATION / EMPLOYMENT APPLICATION  
STD-678 (REV. 10/2013, Page 1)

PRINT OR TYPE—PLEASE SEE INSTRUCTIONS ON BACK PAGE

APPLICANT IDENTIFICATION NUMBER (EASY ID) FIRST 3 LETTERS OF LAST NAME LAST NAME APPLICANT'S NAME (Last)	MONTH OF BIRTH DAY OF BIRTH LAST 4 DIGITS OF SOCIAL SECURITY NUMBER (Rev.)	EASY ID SOCIAL SECURITY NUMBER
MAILING ADDRESS (Number) (Street)	E-MAIL ADDRESS	WORK TELEPHONE NUMBER
City (County)	State (Zip Code)	HOME/RESIDENCY TELEPHONE NUMBER

EXAMINATIONS (OR JOB TITLES) FOR WHICH YOU ARE APPLYING

ANSWER THE FOLLOWING QUESTIONS:

- 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.) \_\_\_\_\_  
Department: \_\_\_\_\_  Yes  No
- 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 rejected during a probationary period, or whose dismissals 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 Explanation \_\_\_\_\_  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.) \_\_\_\_\_
- (ANSWER QUESTIONS 8 AND 9 ONLY IF THE EXAMINATION INDICATES THEY ARE REQUIRED)
- Do you meet the minimum and/or maximum age requirements? \_\_\_\_\_  Yes  No

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

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