**TIPS FOR NAVIGATING THE STATE EMPLOYMENT PROCESS**

**2-Stage Process**

- Take Exam (requires application also)
- Submit Application to the Program (separate process)
Tips for Exams

- Be specific about the time periods for the experience listed
- If the job had a health element, emphasize that aspect in the description
- Use language from the job specification to illustrate the experience
- Include transcripts for completed degrees
- If you are rejected, follow up
Tips for Applications

- Be sure you include all of the requested information (application, SOQ, etc.)
- Look for Statement of Qualifications Questions with applications (they may be hard to find and in a different part of the job description that is posted)

California Tobacco Control Program (CTCP) Job Opportunities

- Associate Health Program Advisor
- Health Program Manager I
  (uses Staff Services Manager I List)
- Health Program Specialist I and II
- Research Scientist II
- Research Scientist Supervisor I
- Associate Government Program Analyst
- Internships/Practicum Projects