

STATE HIRING PROCESS GUIDE

This quick visual reference guides you through the California State hiring process. If you are new to State service, you must take and pass an open examination for the classification of interest in order to continue with the hiring process.



STEP 1: CREATE A CALCAREER ACCOUNT

To get started, create a CalCareer account with the California Department of Human Resources (CalHR).

- 1] Visit the California State Jobs website (www.jobs.ca.gov). Under the CalCareer Login, click the “Create a New Account” link.
- 2] Complete all the fields on the “Create New Account” page to set up your profile. Please note the following:
 - Your User ID and Security Question are required to reset your password if you forget it, and a valid email address is required to retrieve the reset password.
 - User IDs are unique and must be between 5 and 25 characters. If the User ID you have chosen is already taken, add a number or short word to the end.

Then click the “Save” button.

- 3] Once you have created your CalCareer account, be sure to keep your User ID and Password private.

Then complete your contact information on the “My Contact Information” page and click the “Save” button.

01

CalCareer Login

User I.D.

Password

[Forgot User I.D./Password](#)

Create a New Account

02

Create New Account

[View Privacy Statement](#)

* Required

User I.D.: *

Password: *

Confirm Password: *

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My Contact Information

Your account has been created. Complete your contact details here before applying for an exam or job. Click on the My Account tab to access your account details.

[View Privacy Statement](#)

Important!

Please complete your contact information. Your email and address are required prior to taking an examination or applying for a job.

User I.D.: * <input type="text" value="John1234"/>	ECOS I.D.: <input type="text" value="1736241"/>
<small>* Required</small>	
My Name <input type="text" value="John Smith"/>	



STEP 2: CREATE AND SET UP YOUR APPLICATION

When applying for jobs, you need to submit a State Application.

- 1] To create your State Application, log in to your CalCareer Account. Click on "My Account."
- 2] On the right navigation, titled "My Application Templates," click the "All My Templates" link on the right side of the page.
- 3] When the "My Application Templates" page appears, complete the "Questions" tab page and click the "Save Template" button.
- 4] Click the "Education" tab. Complete this page and click the "Save Template" button.
- 5] Click the "Experience" tab. Complete this page and click the "Save Template" button.

Note: You can create up to three different application templates. Also, you can upload accompanying documents (e.g., résumé, certificates) under "My Uploaded Documents," under the "My Application Templates" section.

02

My Application Templates

[All My Templates](#) (highlighted)

- Create Template 1
- Create Template 2
- Create Template 3

[My Uploaded Documents](#)

[My Equal Employment Opportunity \(EEO\) Data](#)

03

My Application Template

Application Template Name: *

* Required

Questions Education Experience

Job Title(s)

Examination(s) or Job Title: Information Systems

Eligibility

If you are applying for this position, indicate your eligibility:

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My Application Template

Application Template Name: *

* Required

Questions Education Experience

High School Education

Did you graduate from High School? Yes

Languages (Non-English)

In addition to English, list any other languages you speak and your written fluency.

Language	Verb
No records found	

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My Application Template

Application Template Name: * Information Technology

* Required

Questions Education Experience

Current State Employment

Are you now employed by the State of California? Yes

Termination History

Have you ever been dismissed or terminated from any position for performance or other disciplinary reason? (Applicants whose dismissals or terminations were overturned, withdrawn [unilaterally or as part of a settlement] or revoked need not answer "Yes".)

Employment History



STEP 3: SEARCH FOR AND TAKE AN EXAM

Before you can work for the state, you need to take and pass an examination (exam) for the job type (classification).

- 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.

- 1] Visit the California State Job website (www.jobs.ca.gov). Under the "Search Exams and Job Vacancies" section, enter the Job Title/Keyword and click the "Search" button.

The most common IT classifications used by the State of California include:

- **Information Systems Analyst (ISA) Series:** Assistant ISA; Associate ISA; Associate ISA (Supervisor); Staff ISA (Specialist); Staff ISA (Supervisor); Senior ISA (Specialist); Senior ISA (Supervisor)
- **Systems Software Specialist (SSS) Series:** Associate SSS (Technical); SSS I, SSS II, and SSS III (Technical); SSS I, SSS II, and SSS III (Supervisory)
- **Data Processing Manager (DPM) Series:** DPM I, II, III, and IV
- **Project Manager, Information Technology**

- 2] Your search will populate a list of current exams and job vacancies.

On the "Exams & Job Vacancies Search Results" page, under the "Exams" column, click the "Bulletin" link.

01

Search Exams and Job Vacancies

Job Title/Keyword:

Job Title Search Only

Department:

Show All | Posts This Week | Posts This Month

Search **Reset**

02

Exams & Job Vacancies Search Results

Occupation Categories found for "information+system+analyst":

Narrow your search by selecting one or more Occupational Categories. Hold down 'Control' key to select multiple categories.
The following categories have been sorted by relevance:

Computer Systems Analysts

Filter **Clear Filter** **New Search**

Below is the list of current Examinations and Job Vacancies associated with the occupation categories above.

Displaying 1 - 20 of 21 records

Job Title	Exams	Job Vacancies
ASSISTANT INFORMATION SYSTEMS ANALYST	1 Bulletin	11 Vacancies
ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)	1 Bulletin	28 Vacancies

- 3] On the "Exams Search Results" page, under the "Exam ID" column, click the displayed link.

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Exams Search Results

Below are examination bulletins matching your submitted criteria.

Click on the corresponding Exam ID to view the examination bulletin.

Exam ID	Exam Title	Exam Base	Department	Final Filing Date
9PB3001	ASSISTANT INFORMATION SYSTEMS ANALYST	Open	STATE OF CALIFORNIA	12/31/16



STEP 4: TAKE AN EXAM

Review each exam bulletin carefully. Click on the Classification Specification link for a description of the general duties and to review the minimum qualifications, to ensure you meet the required experience and education requirements. Please note you will need to pass a separate exam for each desired job type (classification).

- 1] 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 of 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).

- 2] 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 for some exams may be accepted ONLY on the Internet. For such exams, you will not submit a State Application (STD 678) or a hard copy version of the application materials.

01

CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Assistant and Associate Information Systems Analyst
Exam Code: 9PB30

This multi-level examination is for:
Class Code: 1479 - ASSISTANT INFORMATION SYSTEMS ANALYST
Class Code: 1470 - ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)

Department(s): CALHR/Statewide
Opening Date: 1/6/2010
Final Filing Date: Continuous

is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 3/4/2016

TAKING THE EXAM
When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)

Training and Experience Evaluation at any time.
Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

Work experience in the California state service may be substituted for the required education in Pattern I on the basis of the knowledge, skills, and abilities required for the position, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health and character, but not if the individual has been convicted of a felony, or if his/her spouse has been convicted of a felony, or if his/her spouse has been convicted of a serious offense.

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Training and Experience Examination
Supplemental Information
Minimum Qualifications
Exam Application

CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Assistant and Associate Information Systems Analyst

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 Assistant and Associate Information Systems Analyst Class Specification](#)
[General State Civil Service Examination Information](#)
[Veterans' Preference Information](#)
[About the Internet Testing Process](#)

Read all of the information on each page carefully.

Application materials for the Assistant and Associate Information Systems Analyst 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.

[Continue](#)

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- 3] 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. **The State of California hires 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 it when applying for jobs.

Note: Your eligibility will have an expiration date.

03

Assistant and Associate Information Systems Analyst Results	
<small>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.</small>	
Candidate Information Name: RUDOLF RE... caltech1234 Address: 123... SACRAMENTO Date P... Con... U... Exam Title: Assistant and Associate Information Systems Analyst Score: 95% Result: Passed	
Congratulations JOHN SMITH! You have passed the Assistant and Associate Information Systems Analyst exam. Your eligibility is now active and valid for 12 months from the date of this notice. To view your current ranking visit the eligible list disclosure web page . Please note that your ranking may change daily. This is based on the most recent data available. SPB is unable to tell candidates their exact ranking as it is based on a complex formula involving many factors.	
Your eligibility expires on 03/03/2015. You may retake the exam 12 months from the date of this notice. To view your current ranking visit the eligible list disclosure web page . Please note that your ranking may change daily. This is based on the most recent data available. SPB is unable to tell candidates their exact ranking as it is based on a complex formula involving many factors.	

STEP 5: SEARCH AND 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.

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.

You may also receive electronic inquiries to your CalCareer account, if you select that option.

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: POSITION LOCATION CALIFORNIA RELAY SERVICE 1-800-735-2929	

CALIFORNIA STATE JOB WEBSITE:

Visit the California State Job website (www.jobs.ca.gov). Under the "Search Exams and Job Vacancies" section, enter the Job Title/Keyword and click the "Search" button.

This will populate a list of current exams and job vacancies. On the "Exams & Job Vacancies Search Results" page, under the "Job Vacancies" column, click the "Vacancies" link.

Exams & Job Vacancies

Occupation Categories found

Computer Systems Analysts

Job Title/Keyword:

Job Title Search Only

Department:

Show All | Posts This Week | Posts This Month Search Reset

Below is the list of current Examinations and Job Vacancies associated with the occupation categories above.

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



STEP 6: PREPARE FOR THE HIRING INTERVIEW

To prepare for your interview, review the duties and responsibilities listed on the Job Opportunity Bulletin. Acquaint yourself with the department's/agency's mission and functions and how the position you are interviewing for contributes. If you are not selected, continue applying for other job openings for which you are qualified.

STEP 7: 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 will attain permanent status as a State employee.**

Note: Unsuccessful performance may lead to rejection during probation and failure to attain permanent status.