

## APPLYING for CALIFORNIA STATE JOBS

### Q: How can I find out about working for the State of California in a specific job?

The California Department of Human Resources (CalHR) is the primary point of contact for all individuals seeking employment with the State of California. From entry-level jobs, to student opportunities, to full career paths, the State of California offers a wide variety of opportunities for job applicants.

- Visit the CalHR website <http://calhr.ca.gov/Pages/Job-Seekers.aspx>. Select APPLY HERE (blue button). Next you will be taken to the following page.
- <https://www.jobs.ca.gov/>

On this page, you will find a “Tools Tab” that has information for every job type. Simply select “Classification Specifications” to find classification titles and the base salary range, and to view the class spec to find out about the typical duties and minimum qualifications. **Example:** Search for IT positions by using these classification titles:

- Staff Information Systems Analyst
- Senior Information Systems Analyst
- Systems Software Specialist I, II, or III
- Data Processing Manager I, II, III, or IV
- Project Manager (Information Technology)
- Telecommunications
- C.E.A. (*Career Executive Assignment*)

Once you have identified the classification you are interested in, you can start searching for open examination bulletins using the search feature on the homepage (<https://www.jobs.ca.gov/>).

**Note:** C.E.A. positions vacancy announcement serve as the examination bulletin.

### Q: I found a classification that interests me. How do I apply?

Before you can apply for a job with the State of California, you must first create an account. **Start by creating a CalCareer account.** With an account, you can take California state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status, and save your résumé all in one place. Follow the three steps shown on <https://www.jobs.ca.gov/>.

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## CALIFORNIA CIVIL SERVICE EXAMINATIONS

### **Q: Why do I need to take a California civil service examination to obtain a job with the State of California?**

California has a merit-based civil service selection system. This ensures the state hires and promotes individuals based on job-related qualifications. Before you can work for the state, you need to take and pass an examination for the job type (classification).

All examinations that are given by CalHR and other State departments are listed on the CalHR website. There are examinations with specific ending dates and examinations that are administered continuously 24/7 as online examinations.

### **Q: Are there specific qualifications for examinations?**

Yes, there are certain experience and education requirements for each title and examination. The experience and education requirements are called Minimum Qualifications. The Examination Bulletin will contain information on the Minimum Qualifications you have to meet in order to take the examination. To qualify, you may have to possess a certain type of experience with a certain number of years of experience, or possess a certain type of degree or college credits in a particular subject.

**Read the Examination Bulletin very carefully before applying to take the examination.**

Candidates must meet the Minimum Qualifications at the time of taking the examination. If it is determined that the candidate has taken the examination and does not possess the minimum qualifications, the examination record will be removed for not meeting the minimum qualifications.

### **Q: Does passing an examination guarantee a job with the State of California?**

No, passing a civil service examination does not guarantee employment with the State of California. After you receive the results of the examination, applicants who have passed are placed on a list, ranked by their examination score. The State of California has hundreds of departments utilizing these hiring lists for their recruitment efforts. Once a candidate obtains a passing score, the candidate can apply for positions that match the title of the examination they passed. Hiring interviews are conducted by each individual department. **You must apply to each individual department you are interested in**, and the hiring manager determines who to interview, based on the job-related interview criteria they develop for their recruitment.

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## ADDITIONAL QUESTIONS

**Q: What kind of benefits does the State of California offer state employees?**

From employee pensions managed by the California Public Employees' Retirement System (CalPERS), to health, dental, and vision plans, state employment offers many benefits. The Savings Plus Program provides additional opportunities to save for retirement with 401(k) and 457 plans.

The benefits listed on the link below are available to eligible employees, as well.

<http://calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

**Q: What programs are available for persons with disabilities?**

If you are a person with a disability who (1) has a physical or mental impairment or medical condition that limits one or more major life activities, (2) has a record or history of such impairment or medical conditions, or (3) is regarded as having such an impairment or medical condition, you may wish to participate in CalHR's Limited Examination and Appointment Program (LEAP), authorized by Government Code sections 19240-19243.4.

For additional information, please refer to the link below:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/limited-examination-appointment-program.aspx>