

State civil service jobs are filled by examinations open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. California residency is not required, and U.S. citizenship is only required for peace officer jobs.

In order to be eligible for a State job, you MUST apply for and pass the job recruitment (examination) that is customized specifically for the classification (job title) for which you may compete.

This brochure is a guide to the 6-Step selection process, which begins with the search for job recruitment (examination) and ends with the completion of probation. Read it carefully and review it as you progress.

Examinations are given both by the State Personnel Board (SPB) and by individual State departments. The examination announcement will tell you who is giving the test and where to apply.

FOLLOW THESE 6 STEPS

STEP 1. LOOK FOR THE EXAMINATION BULLETINS

All state classifications have some form of examination that must be taken before you can apply for any vacancies. The State department conducting the examination will decide when to post their examination bulletins.

How to Find it: The easiest way to learn what examinations are open for testing is to browse the State of California Jobs website at: <http://www.jobs.ca.gov>. This website has been recently enhanced and simplified to 2 Steps to a State job. Click on **Step 1 – Take An Exam** to find examination bulletins which announce the examinations administered by the State Personnel Board and individual State departments.

Examination Bulletins:

The examination bulletin provides filing instructions, important details, and required information concerning a specific examination. When you find an examination you are interested in applying for, read it over carefully, as you are filling out your application. You may also wish to refer back to it as the examination process continues.

You may also visit the SPB's Sacramento Service Center to access the Web site, obtain copies of examination announcements, state application forms, and other forms and brochures on the civil service employment process. Local Employment Development Department (EDD) offices may receive and post announcements for State civil service examinations and may also have applications and other brochures available.

STEP 2. APPLYING FOR AN EXAMINATION

The examination bulletin provides the instructions on how to apply. Read the section regarding the minimum qualifications to make sure you qualify. You will need to submit a State Examination and/or Employment Application (STD 678) form to apply for job recruitment (examination).

Set Up My Profile: The Jobs website allows you to create a State application (STD 678) on file in your profile to serve as a template to update your application at any time and use to apply for any examinations or job vacancies and for copying into active recruitments. "My Profile" allows you to receive E-notifications such as to notify you when jobs when they become available, access your exam results, and find your rank on an eligible list and the ranking.

How to Apply: The State Examination and/or Employment Application (STD 678) form is available on the Jobs website

(Jobs.ca.gov) and at the SPB and EDD offices. The State application (STD 678) can found at <http://jobs.ca.gov/Profile/StateApplication>.

The Standard State Application (Form 678) will be in Adobe Acrobat PDF Form. Click on [The Acrobat Application](#). This format is available on-line for your convenience and allows you to simply fill out your application from your computer and to print or save it for future use. Read it over carefully and answer all questions that apply to you. Your cooperation in answering the questions on the last page is greatly appreciated. You must print your application, sign it and submit it to the testing office listed on the examination bulletin as instructed. You may want to make a copy for yourself in case you need to refer to it later. The bulletin will tell you where to send your application or if you must apply in person, and the last date to apply. The postmark on the envelope is generally used to determine whether you meet the final filing deadline. **Late applications are not accepted.**

STEP 3. PREPARING FOR THE JOB RECRUITMENT (EXAMINATION)

The examination bulletin indicates the types of testing components used for the examination. Go back to the examination announcement and read the section entitled "Examination Information." It will tell you what type of test will be used and what effect (known as "weight") each test will have on your final score. There are several combinations and variations. Any one or a combination of the types of tests described here may be used. Read the "Scope" section carefully, especially the knowledge, skills and abilities that will be tested, which it will tell you what subjects will be covered.

If you have a physical disability that may require accommodation in the testing process, you should also obtain a copy of "Important Information for Persons with Disabilities Applying for State Civil Service Examinations" (SPB-83).

Written Test: The test date is printed on the examination announcement. These tests typically consist of multiple-choice questions. Refer to the "Scope of Written Test" on the bulletin to determine what will be on the test. Six to eight weeks after the test, you will receive a notice telling you whether or not you have passed. You will not receive a percentage score until all parts of the examination process are completed. If the written test is pass/fail only, scores are not assigned.

Oral Test/Interview: The oral test may be called "Qualifications Appraisal", "Employee Development Appraisal", or "Promotional Readiness Examination". Before going to the interview, review the "Position", "Examination Information", and "Scope" sections of the examination bulletin. In your interview, you may be asked to tell the panel of two to three people about your education and experience and how they have prepared you for this job, may ask you some situational questions and for more detail on your qualifications. It is in the oral test/interview that you must demonstrate your qualifications to the panel, who will rate you competitively.

Internet/Automated Examination: Examinations for some jobs require applicants to apply via the Internet, complete an on-line education and experience examination process and/or appear at a test site to take a computer-based test. Information regarding these types of examinations can be accessed from the SPB's Internet site at: <http://www.jobs.ca.gov>.

Performance Test: Clerical and trades classifications frequently have performance tests in which candidates demonstrate their knowledge of tools and materials or their ability to operate machines or equipment.

Supplemental Application/Achievement Rating Test: Consists of essay questions that are mailed out to candidates to be returned before the oral test/interview. They are used as an elaboration of your education and experience and provide information for the interview panel.

Education and Experience Evaluation: If the examination announcement states that there may be an Education and Experience Evaluation, it is absolutely critical that you fill out your application as completely and thoroughly as possible. Your score in this type of examination will depend entirely upon the information submitted on your application. There will not be a written test or interview.

Agility/Physical Ability: For law enforcement and some other jobs, physical ability tests are commonly given and are frequently combined with vision and hearing tests. These are usually given just prior to hiring.

Application Review: If you do not meet the minimum requirements, you will be notified after the final filing date. If you have not received your acknowledgment one month after the final filing date, you should contact the department conducting the examination. The staff will determine if your application was accepted, tell you where the test will be given, and/or how to identify yourself to the proctor.

STEP 4. PLACEMENT ON EMPLOYMENT LIST

The names of people that pass all parts of the examination are placed on an employment list. When there are job openings in State civil service, generally, those people (eligibles) who are within the top three ranks are considered reachable and eligible for hire on the employment list and are contacted first. The department has the discretion to hire anyone that is certified as reachable and eligible on the employment list, or people that have other eligibility for appointment.

Eligibles that are in the top three ranks can now search and apply for job vacancies. To look for vacancy posting, on the Jobs website (Jobs.ca.gov), click on **Step 2 – Apply for Job Vacancies** and follow instructions to find the current job vacancies.

STEP 5. HIRING INTERVIEW

The hiring interview is specific to a particular job, in a department that uses the classification. A classification can be utilized in a wide variety of departments; so before you go to your job interview, you should acquaint yourself with the mission and functions of that department and know how the job you are interviewing for contributes.

STEP 6. PROBATION

When you have been hired, you will serve a probationary period of six months to one year. You will receive three probationary reports by your immediate supervisor, which will be discussed with you and reviewed by another supervisor. When you have successfully completed your probation, you will attain permanent status as a State employee.

OTHER IMPORTANT INFORMATION

Test Results: It may take up to four weeks to score each part of the examination and to notify all candidates of their results. If you do not receive results within eight weeks of taking any test, contact the department conducting the examination. It is every applicant's responsibility to maintain a copy of his/her final test results letter. It

contains information, such as the title of the examination, the testing department, and your ID Number.

Veterans Preference Credits: are awarded in open and open nonpromotional entrance recruitments (examinations) requiring less than college graduation and two years of experience. In **OPEN** examinations, eligible veterans, widows/ widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In **OPEN NONPROMOTIONAL** examinations, eligible veterans receive 5 points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951, and 18951.5. **NOTE: NO VETERANS PREFERENCE CREDITS WILL BE ALLOWED ONCE A VETERAN ACHIEVES PERMANENT CIVIL SERVICE STATUS.** The examination announcement will tell you whether or not Veterans Preference Credits will be awarded. Veterans Points are added to the final score, only after the candidate has successfully passed all parts of the examination. To apply, obtain an "Application for Veterans Preference Form" (SPB-1093) from any departmental testing office and return it with your examination application.

Employment Contacts: Generally, only individuals in reachable ranks (highest three scores) on the employment list, are contacted to apply for vacancies. Due to a number of factors, your ranking on the employment list can change often. You may obtain point-in-time information regarding your ranking on the overall employment list accessing your profile. You are not obligated to interview for every job or to accept the first job that is offered; however, you may be notified of employment contacts. If you waive a total of three job offers, your name will be removed from the open employment list. If you fail to respond, it may be assumed that you are no longer interested in being hired from that list, and your name may be made inactive. To be made active again, you can reactivate yourself from your profile.

Cheating: A candidate who cheats on any part of a civil service examination may be disqualified from competing in the rest of the examination, removed from other employment lists on which he or she already has eligibility, barred from participating in future examinations, and/or subject to criminal charges.

If you wish to contact the **OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT - HUMAN RESOURCES BRANCH**, please call us at (916) 327-1444 or send your email inquiries to HR@oehha.ca.gov.

FOR CONTACT INFORMATION – GO TO:

<http://www.jobs.ca.gov>

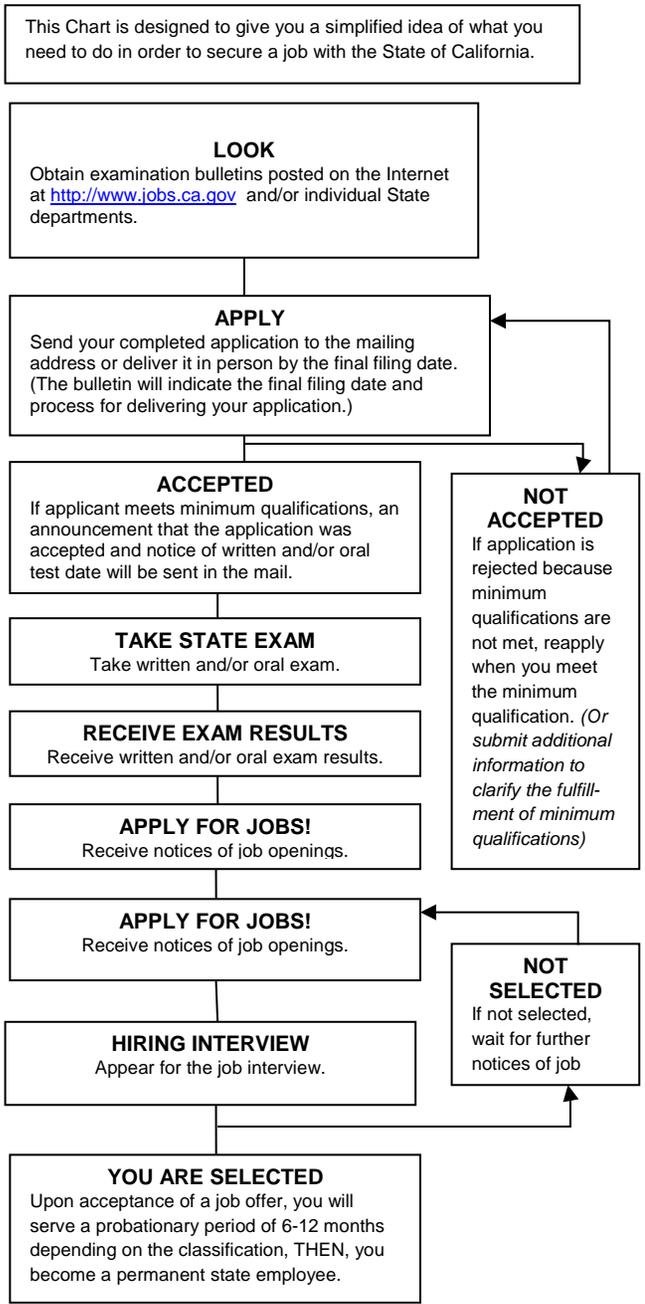
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SACRAMENTO, CA 95814

(866)-844-8671

TTY* (916) 651-8782

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**STATE CIVIL SERVICE EXAM AND
HIRING PROCESS**



HOW TO GET A JOB With the State of California



**Office of Environmental Health
Hazard Assessment
1001 I Street
Sacramento, CA 95814**

Visit us at <http://www.oehha.ca.gov> and click on "Jobs" for the latest employment information at OEHA