

HOW TO GET A STATE JOB

Information regarding employment with the State of California including the State Application Form (Form 678) is available online at the State Personnel Board's web site at <http://www.spb.ca.gov/>

The Examination Process

Before you can be appointed to a permanent position, you must first take an examination to obtain list eligibility. Permanent hires are made from the eligibility lists created by examining. Examination bulletins contain information, which, you will need to review to ensure you meet the minimum qualifications to take the examination. If you meet the requirements on an examination bulletin, you may take the examination, which is competitive. However, possession of the entrance requirements does not assure a place on the eligible list. OSHPD conducts continuous testing for each of these difficult to recruit classifications: Associate Architect, District Structural Engineer, Fire and Life Safety Officer I and II, Senior Architect, Senior Electrical Engineer, Senior Structural Engineer and Structural Engineering Associate. The examination announcements, including instructions on how to apply, can be found on the OSHPD Website at: <http://www.oshpd.ca.gov/fdd/Employ/index.htm>

Obtaining List Eligibility

There are several different types of examinations. Depending on the classification, you can either take a written, oral interview, supplemental, education and experience based examination or a combination examination having more than one examination plan. Your performance in the required examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores. You will need to be successful in all parts of the examination to obtain list eligibility. The examination bulletin will indicate which type of examination is being administered.

Once you have Obtained List Eligibility

Successful candidates are divided into ranks by score. Only those in the top three ranks are "reachable" and ready for appointment. As the ranks are cleared, the next lowest rank becomes reachable.

Applying for Jobs

Once you are in the top three ranks, you are "reachable" and eligible to apply for job vacancies. Even if you are in a lower rank, don't worry. Sometimes there are only a few candidates in the first couple of ranks and once they get jobs you move up!

There are several ways to obtain vacancy information. Contact letters are sent to those that are reachable and ready for a job. Because the eligible list has more candidates than needed for the interview, there is a random computer selection program to choose the candidates that will receive a job inquiry. In essence, not all candidates in a reachable rank will receive a contact letter for every vacancy. You can also look for your own vacancy using the "Vacant Positions Database" on the State Personnel Board's web site.

If you fail to reply or have declined one job inquiry (contact letter), your name is placed "Inactive" for that list so it's important to respond to all inquiries. Should you decline or not respond to three inquiries, your name is removed from the list.

Getting An Interview

Once you have replied to the job inquiry or sent your application to an advertised vacancy, you may be offered a job interview. The interview is designed to identify the best job/person match for that position only. Unless you are offered the job, your name stays on the eligibility list for interest in other vacancies.

You are now a state employee!

All newly appointed state employees participate in a probation period which is usually 6-12 months depending on the job classification. During this time you will receive training related to your position, and receive regular evaluations tracking how well you are doing on the job. Most employees successfully pass the probationary period and become permanent staff. However, those who are not doing a good job should expect to be terminated before the end of the probationary period.

If you would like additional information regarding employment with the Office of Statewide Health Planning and Development's Facilities Development Division, please refer to FDD's web site at: <http://www.oshpd.ca.gov/fdd/Employ/index.htm> or contact FDD Personnel at (916) 654-1600, or e-mail FDDPERSONNEL@OSHPD.CA.GOV