

JOB POSTING FORM

Job Control Details

Classification: _____

Working Title (if applicable): _____

Location: _____

Tenure: Full Time Part Time Intermittent

Time Base: Permanent Temporary Limited-Term

of Positions: _____

Advertising Period (Calendar Days, 10-day minimum): _____

Position #: _____

Special Requirements

- This position requires Medical Clearance prior to appointment.
- This position is designated Conflict of Interest and requires disclosure of economic interests.
- This position requires a valid California Driver's License.
- Educational Courses/Degree or Transcript.

ECOS Hiring Unit Application Access

List names of approved employees to have access to applications:

Contact Information

Advertisement Contact Name: _____

Phone Number Used (HRB or Program): _____

E-mail: _____

Contact Letters?

Yes No If marked "Yes," how many? _____

Required Applications Items

Resume: Required or Optional

Supplemental Questions/Statement of Qualifications (List questions/instructions below)

Include the following language for the Supplemental Questions:

You must answer each supplemental question in its entirety and *follow all instructions* for answering the questions in order to be considered interested/eligible in the position.

Yes No

Job Details

Department Info (Include a brief statement describing the branch, Department, and location building information) Note: Limit of 1,000 Characters:

Duties (Describe essential functions of the job. This should be summarized duties from the duty statement):

Desirables (Desired Qualifications):

Working Conditions (List any working conditions such as working in the field, required travel, ability to lift and carry weight, etc.):

Other

Critical Job Competencies:

Additional information:

This is a deep class position with increasing responsibilities; candidate's experience/education will determine which range they will be placed in.

Relocation Expenses (Toxicologist and Research Scientist Classification Series ONLY)

How To Apply (Standard Language)

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Who May Apply

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s). Applications will be screened and only the most qualified applicants will be selected for an interview.

How To Apply

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Supplemental Questions (if checked)
- Resume (if required)