

## 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 (Business Days, 10-day minimum): \_\_\_\_\_

Position #: \_\_\_\_\_

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### 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.
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### ECOS Hiring Unit Application Access

List names of approved employees to have access to applications:  
\_\_\_\_\_  
\_\_\_\_\_

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### Contact Information

Advertisement Contact Name: \_\_\_\_\_

Phone Number Used (HRB or Program): \_\_\_\_\_

E-mail: \_\_\_\_\_

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### Contact Letters?

Yes         No        If marked "Yes," how many? \_\_\_\_\_

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**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

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**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.):

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**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)

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### **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](http://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)