

## JOB OPPORTUNITY BULLETIN (JOB)

REFERENCES	SECTION
Human Resources Policy Memos <a href="http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx">http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx</a>	HR 02-007, HR 97-020
Law and Regulation <a href="http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml">http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml</a>  <a href="http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&amp;Action=ExpandTree&amp;AP=1CF57861D48D11DEBC02831C6D6C108E&amp;ItemKey=1CF57861D48D11DEBC02831C6D6C108E&amp;RP=%2Ftoc%2Fdefault%2Ewl&amp;Service=TOC&amp;RS=WEBL13.04&amp;VR=2.0&amp;SPa=CCR-1000&amp;pbcd=DA010192&amp;fragment#1CF57861D48D11DEBC02831C6D6C108E">http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&amp;Action=ExpandTree&amp;AP=1CF57861D48D11DEBC02831C6D6C108E&amp;ItemKey=1CF57861D48D11DEBC02831C6D6C108E&amp;RP=%2Ftoc%2Fdefault%2Ewl&amp;Service=TOC&amp;RS=WEBL13.04&amp;VR=2.0&amp;SPa=CCR-1000&amp;pbcd=DA010192&amp;fragment#1CF57861D48D11DEBC02831C6D6C108E</a>	GC 19050, 19052, 19063, 19242-19243, 19790  State Personnel Board (SPB) Rule 444, CCR Title 2, 250-251.1, 547.56, 547.85
Memorandum of Understanding (MOU) <a href="http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx">http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx</a>	See applicable contract for JOB requirements, Post and Bid procedures, and duty statement information.
Responsible Control Agency and/or Program SPB: <a href="http://spb.ca.gov/">http://spb.ca.gov/</a>	
Other:	
DGS Essential Functions Duty Statement Manual <a href="http://www.documents.dgs.ca.gov/ohr/GuidesManuals/EFManual10-05Revise.doc">http://www.documents.dgs.ca.gov/ohr/GuidesManuals/EFManual10-05Revise.doc</a>  Department of General Services Job Opportunities <a href="http://inside.dgs.ca.gov/dgsnet/working/joboppall.aspx">http://inside.dgs.ca.gov/dgsnet/working/joboppall.aspx</a>  State Personnel Board Vacant Position Database (VPOS) <a href="http://jobs.spb.ca.gov/wvpos/">http://jobs.spb.ca.gov/wvpos/</a>	

## Job Opportunity Bulletin (JOB)

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**Definition** Position vacancies can occur with new funding or when employees retire, transfer, terminate employment, or are reassigned elsewhere. Requests for Personnel Actions (RPAs) to fill vacant positions will advertise vacancies with Job Opportunity Bulletins (JOBS) in accordance with California Department of Human Resources (CalHR), State Personnel Board (SPB) Rule 444 and the applicable Memorandum of Understanding (MOU).

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**SPB Rule 444** SPB rule 444 states, unless exempted, all transfers and Training and Development assignments resulting in an employee moving to a position covered by an affirmative action or upward mobility goal established pursuant to Government Code Sections 19232, 19402, or 19790 shall be subject to the following posting and screening requirements:

- Advance notice shall be posted for at least seven days at the worksites of eligible department employees. Posting may be limited to geographic areas within which employees could reasonably be expected to accept the opportunity without a change of residence.
  - Notice shall describe the opportunity and duration, location, and shall state the opportunity is being offered consistent with state laws and Executive Orders ensuring equal opportunity for employment regardless of an applicant's sex, race, religion, ancestry, disability, age, or sexual orientation.
  - Applicants must be considered on published standards and criteria made available to them during the application filing period. Consideration may consist of an application evaluation, oral interview, or similar civil service selection technique.
  - All applicants shall be informed of the results of the screening process. When the results will be used to select employees for future vacancies or training opportunities, the applicants shall be informed of their eligibility for such future selection.
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**Exemptions from SPB Rule 444** Certain personnel actions are exempt from SPB Rule 444 and do not require a JOB. However, these RPAs require a written justification for exemption from SPB Rule 444 for an Office of Human Resources (OHR) Classification and Pay (C & P) analyst to review before implementation.

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## Job Opportunity Bulletin (JOB), Continued

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**Exemptions  
from SPB  
Rule 444**  
(continued)

Personnel actions exempt from SPB Rule 444 are:

- Limited Examination and Appointment Program (LEAP) appointments
- Emergency hire (30 days or less)
- Limited term and Temporary Authorization Utilization (TAU) appointment extensions
- Return to Work and Reasonable Accommodation Program placement
- To remedy an employee's performance deficiency identified through the performance evaluation process pursuant to Government Code sections 19172 or 19992.2
- Natural progression promotion-in-place for recruitment classifications lower than Staff Services Manager levels, e.g. a Staff Services Analyst (SSA) promoting to the Associate level
- Mandatory reinstatements
- Retired Annuitant placed in to a blanket position
- Transition from apprenticeship; Training & Development assignment, Career Opportunity Development (Welfare Reform Act 1971)
- Youth Aids
- Transfers when they involve movement of an employee between positions within the same classification under the same appointing power or within the same occupational and level category for affirmative action and upward mobility goal-setting purposes
- To avoid the need to layoff, demote, or involuntarily transfer an employee to another classification or to another geographic location requiring an employee to change their place of residence

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**JOB template**

You can access the JOB template by contacting your C & P analyst.

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**Required  
information**

JOBs are utilized for control agency audits, responding to employee complaints, and potential layoffs, therefore, JOBs shall provide:

- Duration, location, hours of work, contact person, final file date, and selection criteria

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## Job Opportunity Bulletin (JOB), Continued

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**Required information**  
(continued)

- Why the job exists
  - Responsibilities and requirements to perform effectively in the position
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**JOB sections**

Personnel Liaisons typically copy the essential function duty statement or abbreviated version in to the JOB form sections defined below:

**Conflict of Interest Position (COI)**

If the position is designated COI, the following statement shall be placed before the Essential Functions: "This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment."

**Essential Functions**

The position's basic job duties an employee must be able to perform, with or without reasonable accommodation. The position exists to perform these tasks. There are a limited number of employees who could perform the tasks. The tasks are highly specialized and removing the task alters the job.

**Marginal Functions**

Duties performed but not essential to the position. The position does not exist to perform the task, other employees are available to perform the task, is not highly specialized, the employee does not have to perform the task, and removing the task would not alter the job.

**Knowledge, Skills, and Ability (KSAs)**

Listing the classification specification KSAs are optional; however, if listed, they cannot be altered.

Knowledge- A body of learned information, usually of a factual or procedural nature, applied directly to the performance of a task or makes for the successful performance of a task. Is a prerequisite for observable aspects of work behaviors of a job.

Skills- An individual's level of proficiency or competency in performing a specific task. A present, observable competence to perform a learned task, something learned.

Ability- A general, enduring trait, capability, or characteristic an individual possesses when beginning the performance of a task and results in an observable product.

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## Job Opportunity Bulletin (JOB), Continued

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### Abbreviated JOB

An abbreviated JOB contains the following information in the body:

- Summary of the essential functions
  - Desirable qualifications
  - Work environment, physical, or mental abilities
  - A contact person and telephone number for applicants to request copies of the complete duty statement. The “program” should also provide the duty statement to applicants before the interview.
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### Minimum advertising period vs. extensions

Minimum advertising periods are 7 calendar days for service wide classes or 10 calendar days for department-specific classes unless stated otherwise in the applicable labor agreement. However, if your position is a hard-to-fill classification, consider advertising a minimum of 3 to 4 weeks. If the number of qualified applicants is insufficient, request the C & P analyst re-advertise the position for another period, e.g. an additional three weeks and extend your Certified Employment List (CERT) for an additional 60 days.

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### “Open until Filled” final file date

If the final file date is “Open Until Filled”, programs must accept applications until the position is actually filled or legal complications can occur. C & P analysts must notify the Office of Human Resources Customer Resource Unit (CRU) to remove the JOB posting once the position is filled.

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### Advertising locations

Programs specify where the JOB should advertise on the RPA according to the list below. **Note:** Advertising outside of DGS requires C & P analyst approval and is coordinated and paid for by the program.

#### Required

DGS Home Page  
DGS Net under Job Opportunities  
State Personnel Board – VPOS  
CalJOBS  
<http://www.caljobs.ca.gov/>

#### Optional

Other state personnel offices  
Bulletin boards (internal/external)  
Newspapers, periodicals  
Job fairs  
College/university campuses  
Internet job sites (Monster Jobs, Craig’s list) <http://www.craigslist.com>

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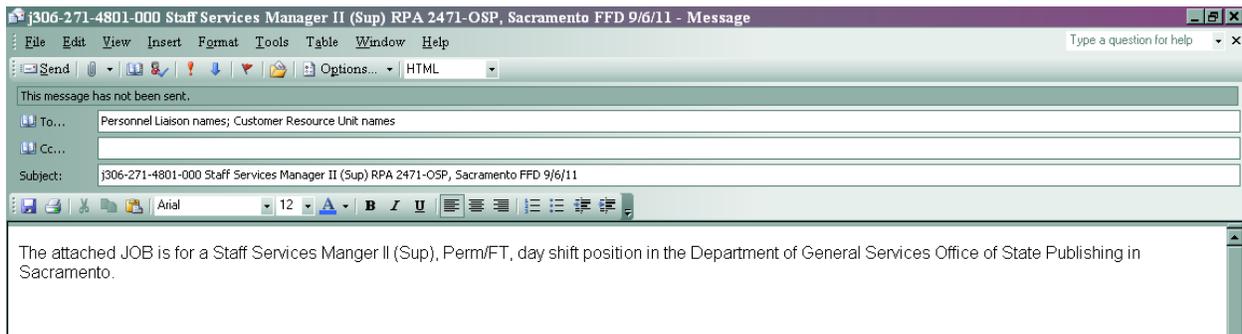
## Job Opportunity Bulletin (JOB), Continued

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### **JOB distribution**

Using the format below, C & P analysts will email approved JOBS to all Personnel Liaisons and to CRU for posting on the web and VPOS:

- Subject line- Position number, class title, RPA number, location and Final File Date.
- Email body- Brief statement containing class title, shift, tenure/time base, office/program, agency, and location.



### **Post and Bid requirement**

Refer to the Personnel Operations Manual (POM) section on Post and Bid and applicable MOU for advertising requirements.

### **Out-of-Class appointment**

Occasionally offices may receive C & P approval to offer an out-of-class opportunity to their staff (e.g., due to the lack of an eligibility list). The opportunity shall be made available to all staff within the office/division via the JOB and interested employees must apply by the Final File Date.

### **Non-testing classes**

All JOBS for non-testing classes subject to Government Code Section 19063, (reference SPB pinkie dated April 7, 2000), shall include application information similar to the following statement:  
"Public assistance recipients under the CalWORKs program who meet the minimum qualifications will have priority consideration in hires for vacancies in non-testing classes as provided in Section 19063."

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## Job Opportunity Bulletin (JOB), Continued

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**Pending  
CalHR/OHR  
approval**

C & P analysts may add “Pending CalHR Approval” to the JOB if an RPA requires CalHR approval or the position’s duties require additional clarification. Job offers cannot be made until approval is granted.

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**Notifying  
surplus/  
SROA  
departments**

CalHR requires emailing JOBS for Surplus/State Restriction Of Appointment (SROA) classifications to surplus/SROA designated departments. C & P analysts will (at least every two weeks) access the CalHR SROA listing and notify the Program of changes.

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**Mandatory  
applicant  
consideration  
and  
notification**

Applicant consideration must be based on the JOB’s published standards and selection criteria; e.g., application evaluation, oral interview, necessary or desired qualifications. Additionally, all applicants shall be informed of the screening process results. Retain applications, interview questions, notes, rating scale (if used), and letters to unsuccessful applicants for two years for auditing purposes.

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**Additional  
vacancies**

If a subsequent vacancy (same duties, location, shift, and unit) occurs (written documentation required) within 60 days of the last interview, selection may be made from the original pool of applicants without re-advertising.

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**RPA process**

See POM section “[Request for Personnel Action](#)”.

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**Questions**

Additional questions should be directed to your Program’s Personnel Liaison or C & P analyst. Access the C & P analyst telephone numbers by clicking on [C&P Assignment Listing](#) .

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