

STATE OF CALIFORNIA
EMPLOYMENT CONTACT

03/06/2024

CERT: 10613556 - 1766
CalCareer ID: 3491819

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5025 Thacher Road
Ojai, CA 93023

Applications are currently being accepted for the job identified below. For details regarding the job, including the application instructions, review the Job Posting on www.CalCareers.ca.gov, by referencing the Job Control Number. If you are interested in this position, submit your application package, including all required documents according to the application instructions provided on the Job Posting.

Your Application Package must be submitted by the due date to be considered for the job.

Job Summary			
Job Control #:	JC-418759	Due Date:	03/19/2024
Hiring Department:	CA Governor's Office of Emergency Services 916-8458321 C&P - LD Human Resources Recruitment 10370 Peter A McCuen Boulevard Mather, CA 95655		
Classification:	00104801 STAFF SERVICES MANAGER II (SUPERVISORY)		
Salary:	\$7,420 - \$9,219 per Month	JEP Months:	
Location:	Sacramento County	Tenure / Timebase:	Permanent Fulltime
Additional Information:			

Many state job search tools are available through your CalCareer Account, such as the ability to electronically apply for jobs. If you do not have a CalCareer Account, you can create one at www.CalCareers.ca.gov.

Questions regarding this Employment Contact letter may be directed to the Hiring Department listed above.

INFORMATION REGARDING YOUR ELIGIBILITY RECORD

If you are not interested in this position, there is no need to respond to this Employment Contact letter. You will not be charged a waiver and your name will remain active on the eligible list. Waivers are the same as declining a job offer. You are allowed up to three (3) waivers for each eligibility.

If you are interested in the Job, apply according to the application instructions listed on the Job Posting. Electronic application packages may be submitted through your CalCareer Account accessed through www.CalCareers.ca.gov. If submitting a hard copy application package for this Job, include a copy of this letter with your completed State Application (STD 678) and all additional items identified on the Job Application Package Checklist for the Job.

Your CalCareer Account at www.CalCareers.ca.gov provides you the ability to update your information and view the status of your Job Application.

When submitting an application package for this Job, it will be evaluated against the other application packages received. After the evaluation process, possible outcomes include:

- 1) You may be contacted for a hiring interview. Reasonable accommodations may be requested when scheduling the hiring interview.
- 2) If you are not contacted within a reasonable amount of time (3 - 4 weeks), the position has likely been filled. This does not impact your eligibility status and you may still continue to apply for future jobs. You may view the status of your application through your CalCareer Account. You may contact the department listed to verify receipt of your application package and the status of the hiring process.
- 3) Limited Examination and Appointment Program (LEAP) eligibles are required to complete a Job Examination Period (JEP) before transitioning to the civil service classification.
 - (a) The length of a job examination period is the same as the length of the probationary period for the classification. For appointments to part-time or intermittent positions, the length of the job examination period shall be based upon the following:
 - (1) If the probationary period for the parallel classification is six months, the job examination period shall be 840 hours.
 - (2) If the probationary period for the parallel classification is one year, the job examination period shall be 1680 hours.
 - (3) Hours worked toward completion of the job examination period must be physically worked. Time off from work shall not be counted.

Refer to California Code of Regulations § 547.58.1 for additional information regarding JEP's.

- 4) If you have indicated an interest in Full Time employment and you accept a Part Time or Intermittent appointment, you will continue to be considered for Full Time positions.
- 5) If you have indicated an interest in Permanent employment and you accept a Limited Term appointment, you will continue to be considered for Permanent Jobs.

NOTE: No one is to make requests or statements that can be considered as asking or instructing eligibles to go inactive or waive a position. (Government Code Sections 19681(c) and 19682.)

Please visit www.CalCareers.ca.gov for additional information regarding searching for State employment.