A REWARDING CAREER IS WITHIN REACH

How to Find a California State Job

CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

The good news is that it is only three steps no matter which avenue you take.

Numerous opportunities; well-defined career paths; generous benefits; work-life balance; and the opportunity to make a difference. Applying for a state job has never been easier! Follow these three easy steps to locate one that is right for you.

The classification (job title) you are interested in determines the route you will take to find and apply for a job.

Some jobs, such as administrative support roles, are general to the entire state. Because of this, CalHR is responsible for the exam process, which means you will need to visit their CalCareers website. Jobs that are unique to California Correctional Health Care Services (CCHCS), require you to visit the CCHCS website, as we are responsible for administering the exam process.

For example:

CalCareers

- Information Technology Specialist
- Office Technician
- Staff Services Analyst/Associate Governmental Program Analyst
- Staff Services Manager

CCHCS

- Dentist
- Food Administrator I
- Licensed Vocational Nurse
- Nurse Consultant, Program Review
- Registered Nurse

Step 1 Create an online account

It's easy and secure. An online account allows you to save a copy of your state application and resume, quickly locate and take exams, apply for vacant jobs, and track your application status, all in one place.

CalCareers Website

Go to www.jobs.ca.gov and click the "Log In" tab. Then, click the "Create Account" button. To create your state application click the "Application Templates (STD 678)" link. Then, click the "Create New Template" button.

CCHCS Website

Go to www.cchcs.ca.gov and click the "Careers" tab at the top of the page. Next, click the "Create Account" button. Enter all required information into the available fields and make all appropriate selections. To upload a copy of your resume, click the "Upload Resume" button. When you are finished creating your account click the "Send" button at the bottom of the page.

Step 2 Take an exam

Before you can apply, we need to learn more about you. This is accomplished through an exam. Don't worry, it sounds more daunting than it actually is.

CalCareers Website

From your CalCareers account home page, click "Find Jobs" at the top of the page. Then, click "Exam Search." You can search by keyword, exam code, department, and/or classification (job title). Enter and/or select your search criteria to find the desired exam. Select the link for the exam that you want to take, or click the "View Exam Posting" button. Be sure to read the bulletin in its entirety, as it contains important information regarding the exam process.

CCHCS Website

From your account home page, locate the "Quick Links" menu and click "Exam Search." Select the job category/classification of interest to you from the drop-down menu and click the "Begin Search" button. To view all exam bulletins click the "View All Exams" button. From this list locate the title of the exam you want to take.

If the exam is available online "Complete Exam" will be listed under the column labeled, "Take Exam." Click this link to take the exam. If the exam is not available online it will state "Exam Not Available Online, See Bulletin." You will need to follow the instructions outlined in the bulletin.

Step 3 Search for vacant jobs and apply

CalCareers Website

To search for jobs, click the “Find Jobs” tab. Next, enter “California Correctional Health Care Services” into the “Department” field. Under the “Advanced Filters” section additional search criteria may be entered or selected, including job category, classification, work location, job posting date, work type, work schedule, salary, and application method. Enter and/or select relevant search criteria then click the “Search Jobs” button.

Click the link for the job that you would like to view, or click the “View Job Posting” button. Be sure to read the posting carefully, as it contains information regarding minimum qualifications, a summary of the job duties, and the salary range. For more detailed information regarding the minimum qualifications, click the link under “Minimum Requirements.” This will provide the full scope of educational and/or work experience requirements one must meet in order to be eligible for the job. To view details regarding the exact duties of the job, click the link titled, “Duty Statement.”

Now that you have found the job you want, it’s time to apply. You can do this in one of two ways: submit your application online or print it out and follow the directions listed in the job posting.

Step 3 Search for vacant jobs and apply continued

CCHCS Website

To search for jobs click “Job Search.” You may search by job category, location, region, or keyword. When all search criteria have been selected and/or entered click the “Begin Search” button. To view all vacant jobs click the “All Jobs” button.

Click the link for the job that you would like to view. Be sure to read the posting carefully, as it contains information regarding minimum qualifications, a summary of the job duties, and the salary range. For more detailed information regarding the minimum qualifications, click the “Exam Bulletin” link. This will provide the full scope of educational and/or work experience requirements one must meet in order to be eligible for the job.

Once you have found the job you want, you can easily apply online. After you apply, you will receive a confirmation that your application has been submitted as well as the opportunity to print your application out in full for your reference.

Exam Scoring:

Online exams will result in an immediate score. For exams that were either downloaded and returned by mail or completed in-person at a testing location, you will receive your score within approximately four to six weeks from the date the state receives and processes it.

Eligibility:

Although some eligibility lists have up to nine ranks, candidates must be in the top three ranks in order to be considered "reachable" and subsequently eligible to hire. Good news is that CCHCS clinical jobs have three ranks only.

Veterans' Preference:

Veterans' Preference is available to any veteran, widow/widower of a veteran, or spouse of a 100% disabled veteran. Any person in one of these categories who achieves a passing score on the exam will automatically be moved into the top rank. Those who have been dishonorably discharged or released from service are not eligible for this program. Not all exams qualify for Veterans' Preference, so please review the bulletin carefully.
To apply for Veterans' Preference, please visit:
https://jobs.ca.gov/CalHRPublic/Landing/Veterans.aspx.

Screening:

When you apply for a job your application is sent to the Human Resources Office where it goes through a screening process. Only the most competitive applications pass the screening process. If you are successful, a staff person will contact you by telephone or email to schedule your interview. Please note that the screening and review process may take as little as a few weeks or as long as several months. Do not be discouraged if you do not hear from us right away. We encourage you to keep trying.

Now that you know how easy it is to apply for a position with CCHCS, what are you waiting for? Take the first step toward your new career today!

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HEALTH CARE SERVICES

www.cchcs.ca.gov
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