

DATE: Monday, December 5, 2011

TO: Applicant Users

FROM: STATE PERSONNEL BOARD, EXAM SERVICES UNIT

SUBJECT: NEW JOBS.CA.GOV WEBSITE

A new and enhanced State of California Jobs website will be implemented on January 30, 2012. Therefore, the existing website at JOBS.CA.GOV will be unavailable beginning January 20th, 2012, at 5:00 P.M. The JOBS.CA.GOV website will return with the new California website look and feel, with revised content and job searching tools the morning of January 30th, 2012.

While the website is down from January 20 – 30, 2012, many of the items found on the website will be inaccessible. These will include the State application and Online Employment Center (OEC) profiles, Recruitment/Exam bulletins, and Vacancy Listings (VPOS). No final filing dates under the vacancy listings will occur during this down time, as Departments will advertise either a cut off date prior to January 20th, or post (re-post) advertisements on (or after) January 30th.

When the new and enhanced website is implemented on January 30, 2012, access to profiles, exam bulletins and vacancy listings will be restored. However, only Application-on-File data will appear in the new website profiles; all exam applications and results notices will not transfer over to the new profiles. Department Human Resources units will continue to be able to access all eligibility records after January 30, 2012, and can be contacted to do so.

Since individual examination records will be inaccessible, preferences and addresses will no longer be able to be changed online. Therefore, these requests must be submitted in writing to the examination's testing department after January 20, 2012.

The SPB recommends taking these actions by January 20, 2012 to prepare for the transition:

- ✓ Make note of your Login ID and password
- ✓ Create or update your Application-on-file via the current OEC login (JOBS.CA.GOV)
- ✓ Print a copy of your Application-on-file, and all your exam applications for your records
- ✓ Print all eligibility letters (result letters with your scores) from each examination
- ✓ Submit all current electronic Change of Information (COI) or Conditions of Employment (COE) requests.

The State of California Application (form 678) will be available in a blank PDF format on the SPB website now, during the down time, and after the JOBS.CA.GOV website is back up. This form of the State application is a fillable and downloadable (save-able once downloaded) PDF form. Depending on your computer applications, you may be able to download the blank State application PDF form to your Computer Desktop, copy your Application-on-file information, and save it prior to January 20, 2012.

The SPB apologizes for any inconvenience this may cause, but hopes that the early notification provides ample time to properly prepare for the transition. For assistance in completing the recommended actions outlined above, or if you have any questions regarding the transition, please call 1-866-844-8671.