

DATE: November 21, 2011

TO: Members of the Governor's Cabinet, All State Agencies and Employee Organizations

/s/ SUZANNE M. AMBROSE

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: NEW REQUIREMENT: ALL STATE AGENCIES TO POST EXAMINATION AND JOB ANNOUNCEMENTS ON SPB'S WEBSITE

In order to provide a centralized portal for state jobs, all future civil service examination and job announcements must be posted on the State Personnel Board's (SPB) website at: <http://www.jobs.ca.gov>. This requirement applies to examination announcements for all civil service classifications, including CEAs, and applies to job announcements for all civil service, CEA, seasonal, and other non-testing classes (i.e. Youth Aid and Student Assistant). Boomerang (<https://boomerang.ca.gov/>) continues to be available as a resource to recruit for Retired Annuitants.

Although hiring departments have not been required to post job announcements on SPB's website in the past, departments that have utilized the website have found it to be a useful vehicle for developing a substantial pool of qualified applicants. Current state employees and the general public will now be able to search for exams and jobs at one location. SPB's website also provides helpful tools and information to aid candidates through the state examination and hiring process.

For assistance in posting on the centralized portal, departments may contact their SPB Consultant. The updated SPB Consultant list is attached to this pinkie and can be found at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=7048>. All non-departmental stakeholders may direct their questions to Maria Mendoza Jett at (916) 653-1240 or maria.mendozajett@spb.ca.gov.

Attachment

SPB DEPARTMENTAL CONTACT ASSIGNMENTS

	SPB On-Line Team Member	Consultant Level	E-mail Address	Telephone Number
AG	Ava Graham	Technician	AGraham@spb.ca.gov	(916) 651-9980
GK	Gail Kuboi	Technician	GKuboi@spb.ca.gov	(916) 651-0926
TO	Tonya Odums	Technician	TOdums@spb.ca.gov	(916) 651-0949
AM	Angie Miller	Analyst	AMiller@spb.ca.gov	(916) 654-0842
CM	Christine Murrell	Analyst	CMurrell@spb.ca.gov	(916) 651-6943
EA	Eleanor Alcantara	Analyst	EAlcantara@spb.ca.gov	(916) 651-3016
GC	Greg Collet	Analyst	GCollet@spb.ca.gov	(916) 651-1188
JS	John Southworth	Analyst	JSouthworth@spb.ca.gov	(916) 651-7842
MD	Michael Da Grace	Analyst	MDagrace@spb.ca.gov	(916) 651-8176
RP	Rachel Pollock	Analyst	RPollock@spb.ca.gov	(916) 651-0806
ZP	Zhanna Palamarchuk	Analyst	ZPalamarchuk@spb.ca.gov	(916) 651-1187

Department	Tech	Analyst
Aging, CA Dept of	AG	JS
- Commission on Aging		
Agricultural Labor Relations Board	TO	EA
Air Resources Board	AG	CM
- CA Environmental Protection Agency		
Alcohol & Drug Programs, Dept of	AG	EA
Alcoholic Bev Control, Dept of	TO	CM
- Alcoholic Beverage Control Appeals Bd		
Arts Council	TO	JS
- School for Arts, CA State		
Boating and Waterways, Dept of	TO	EA
Child Support Services, Dept of	GK	JS
Coastal Commission, CA	AG	EA
- S.F. Bay Conversion & Development		
Community Colleges, CA	AG	EA
Community Services & Dev, Dept of	GK	CM
Conservation, Dept of	AG	JS
Conservation Corps, CA	TO	JS
Consumer Affairs, Dept of	GK	EA
- Prvt Postsecondary & Voc Ed, Council		
Controller's Office, CA State	GK	EA
Corporations, Dept of	AG	JS
Correctional Peace Ofc Stds & Trng	TO	EA
Corrections & Rehabilitation, Dept of	GK	EA
- All Youth & Adult Facilities		

Department	Tech	Analyst
- Board of Prison Terms		
- Youth & Adult Correctional Agency		
PLATA - CA Prison Healthcare SVCS	GK	EA
Del Mar Cnty Fair, 22nd Dist Ag Assn	GK	EA
Developmental Services, Dept of	AG	JS
Earthquake Authority, CA	TO	EA
Education, State Dept of	TO	AM
Electrical Oversight Board	TO	JS
Emergency Management Agency, CA - (formerly Office of Emergency Services)	GK	JS
Employment Development Dept		
- Employment Training Panel	TO	JS
- Workforce Investment Board		
- Labor & Workforce Dev Agency		
Energy Resources Cons & Dev Com	GK	AM
Env Health Hazard Assessmt, Ofc of	GK	EA
Equalization, Board of	TO	JS
Exposition & State Fair, California	AG	MD
Fair Employment & Housing, Dept of	GK	AM
Fair Political Practices Commission	AG	EA
Finance, Dept of	AG	EA
- Financial Information Systems for California		
Financial Institutions, Dept of	GK	JS
Fish and Game, Dept of	TO	JS
Food and Agriculture, Dept of	GK	EA
- Fairs & Expositions/Agric Assoc		
Forestry & Fire Protection, Dept of	TO	JS
- Dept of Resources Agency		
- Office of State Fire Marshal		
- Delta Stewardship Council		
- Sacramento-San Joaquin Delta Conservancy		
Franchise Tax Board	GK	EA
Gambling Control Commission, CA	GK	JS
General Services, Dept of	TO	JS
- Administrative Law, Office of		
- California Power Authority		
- Children & Families First Comm., CA		
- Emergency Med Services Auth		
- LA Rivers & Mtns Csvncy, San Gabriel		
- Law Revision Commission, CA		
- Org & Econ, Comm. on CA State Gov		
- Public Employees Relations Board		
- Santa Monica Mountains Conservancy		
- Seismic Safety Commission		
- State & Consumer Services Agency		
- State Independent Living Council		
- State Mandates, Commission on		

Department	Tech	Analyst
- Status of Women, Commission on the		
- Tahoe Conservancy, CA		
- Transportation Commission, CA		
Health Care Services, Dept of	AG	EA
Highway Patrol, California		
- Business Trans & Housing Agency	AG	EA
- Intercity High Speed Rail Commission		
Horse Racing Board, CA	GK	EA
Housing & Community Dev, Dept of	AG	RP
Housing & Finance Agency, CA	GK	JS
Industrial Relations, Dept of	GK	EA
Inspector General, Office of the	TO	JS
Insurance, Dept of	TO	JS
Integrated Waste Mgmt Board, CA	GK	JS
Justice, Dept of	TO	JS
Lands Commission, State		
- Delta Protection Commission	AG	EA
- Native American Heritage Commission		
Legislative Council, Bureau of	TO	GC
Library, CA State	AG	EA
Lottery Commission, CA State	AG	EA
Managed Health Care, Dept of	GK	ZP
Managed Risk Medical Ins Board	TO	EA
Mental Health, Dept of	AG	EA
Metropolitan State. Hospital	AG	EA
Military, Department of	GK	EA
Motor Vehicles, Dept of	AG	JS
Orange Co Fair, 32nd Dist Ag Assn	AG	MD
Parks and Recreation, Dept of	AG	JS
Peace Officer Stds & Trng, Comm	TO	EA
Personnel Administration, Dept of	GK	JS
Personnel Board, State	GK	JS
Pesticide Regulation, Dept of	TO	JS
Postsecondary Ed Commission	AG	JS
Prison Industry Authority	TO	EA
Public Defender, State	AG	MD
Public Emp. Retirement Sys, CA	TO	JS
Public Health, Dept of	AG	JS
Public Utilities Commission	GK	RP
Real Estate, Dept of		
- Office of Real Estate Appraisers	AG	JS
Rehabilitation, Dept of	AG	EA
Science Center, California		
- Afro-American Museum Gen Fund	AG	EA
Secretary of State	GK	EA
Social Services, Dept of		
- Health & Human Services Agency	TO	ZP

Department	Tech	Analyst
State Audits, Bureau of	TO	EA
State Chief Info Officer, Office of - (formerly Dept. Tech Svcs 2499)	GK	EA
State Compensation Insurance Fund	AG	JS
Statewide Health Plng & Dev, Office of	TO	JS
Student Aid Commission, CA	TO	JS
Teacher Credentialing, CA Comm	AG	JS
Teacher's Retirement Sys, State	AG	EA
Toxic Substances Control, Dept of	AG	EA
Transportation, Dept of	TO	JS
- Office of Traffic Safety		
Treasurer's Office, CA State	AG	JS
- Alt Energy Fin Auth, CA		
- CA Tax Credit Allocation Commit		
- Debt Advisory Commission, CA		
- Debt Limit Allocation Committee, CA		
- Ed Facilities Authority, CA		
- Health Facility Financing Authority, CA		
- Industrial Dev Fin Advisory Com, CA		
- Pollution Control Finance Auth, CA		
- Scholarshare Investment Board		
- School Finance Authority, CA		
Unemployment Ins. Appeals Board	AG	GC
Vets Affairs, Dept of	TO	JS
Victims Comp & Gov Claims Board	TO	JS
Water Resources Control Board	AG	ZP
Water Resources, Dept of	AG	EA