



## MEMORANDUM

**DATE:** August 14, 2006

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

**FROM:** State Personnel Board - Merit Employment and Technical Resources Division  
CEA and Board Item Program

**SUBJECT:** CEA AND EXEMPT ON-LINE BULLETIN SYSTEM

The State Personnel Board (SPB) is pleased to announce the release of its newly developed on-line process for posting Career Executive Assignment (CEA) examination and Exempt bulletins. This new CEA and Exempt On-line Bulletin System (OLBS) will eliminate the need to submit CEA exam bulletins to the SPB for posting on its telephone recording system after October 2, 2006. Effective immediately, the OLBS can be accessed via the SPB's Internet Web site and will provide a streamlined process for creating and disseminating CEA examination bulletins and Exempt position announcements.

In order to ensure that all CEA bulletins are accessible from a centralized location prior to full conversion over to the OLBS (on October 2, 2006), departments are required to continue the current process of submitting their CEA announcements to the SPB Service Center by 12:00 noon on Thursdays. Although these announcements will no longer be included on the telephone recording system, a Weekly Listing of CEA examinations will continue to be generated and posted on the SPB Web site and copies of the bulletins posted in the SPB Service Center. Please note that Exempt positions are not included in this Weekly Listing of CEA examinations and will only be posted on the SPB Web site through the OLBS after August 18, 2006. The current process of e-mailing PDF versions of CEA bulletins and Exempt announcements to SPB WebTech will be discontinued effective August 18, 2006. Once department representatives begin using the new OLBS, they can generate their own CEA bulletins and will have the ability to upload PDF or GIF versions of their CEA and Exempt announcements.

It should also be noted that effective with the issuance date of this memorandum, all CEA examinations will be required to be posted for a minimum of **ten working days**<sup>1</sup>. This advertisement period is consistent with the requirements of California Code of Regulations Rule 50. The OLBS will prohibit entering of a final file date of less than ten working days and the Service Center will begin monitoring for this requirement beginning with the August 18th Weekly CEA Examination Listing.

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<sup>1</sup> Title 2 of the California Code of Regulations Section 50 – Merit Selection Manual: Policy and Practices establishes policy and provides guidance for State civil service testing and selection activities and documents professional best practices. Section 3300: Recruitment for Civil Service Examinations page 3300.4 states, “At a minimum, examination bulletins shall be posted for at least ten working days to allow for wide dissemination. It is incumbent upon agencies and departments to ensure an adequate posting period in the spirit of broad and inclusive recruitment.”

### **OLBS Features:**

The new OLBS includes a number of features that will enhance department's ability to generate and disseminate their CEA examination and Exempt position announcements, as well as provide a centralized point of access for applicants. Effective August 14, 2006, departments can begin creating CEA bulletins and Exempt position announcements utilizing the enhanced features of the OLBS as follows:

- Provide the department with the flexibility to create and manage their CEA and Exempt bulletins through the automated OLBS.
- Enable the department to designate a Departmental Administrator who oversees its CEA and Exempt bulletins, including approving other departmental users, as needed.
- Automatically generate final filing dates utilizing a minimum of **ten working days** advertisement period, consistent with the requirements of California Code of Regulations Rule 50.
- Automatically generate standard bulletin language for required information (e.g., EEO Statement and the Minimum Qualifications are hard coded and cannot be revised) and enable the department to select from a list of template language for other applicable bulletin contents (e.g., CEA level).
- Provide a user-friendly and effective method for departments to post and independently manage departmental CEA and Exempt bulletins utilizing a centralized on-line Web site.
- Provide greater flexibility for departments to choose any day of the week to generate and post a CEA and/or Exempt bulletin, not tied to the Friday exam recordings day.
- Increase departmental recruitment efforts and provide eligible candidates with an easily accessible and centralized location to access CEA and Exempt bulletins.
- Offer potential applicants the ability to sign-up for an e-notify feature to automatically receive a copy of new CEA and Exempt bulletins posted to the OLBS, via their e-mail.
- A daily electronic e-mail distribution process for new CEA and Exempt bulletins that incorporates a Bulletin Distribution Recipients (BDR) system. Once the BDR is fully implemented, it will replace the necessity of sending hard copies of the bulletins to applicable departments (e.g., SPB).
- Departmental Administrators can design a customized e-mail list to be used as a BDR for CEA and Exempt bulletins generated in the OLBS. The OLBS will also enable staff to monitor the BDR and ensure that bulletins have been properly posted and distributed.

### **Getting Started:**

To utilize the OLBS, each department will be required to designate one individual to serve as its Departmental Administrator and to notify the SPB of its selection. This is accomplished by selecting the "Click to Sign up as Departmental Administrator" option on the SPB Web site at <http://jobs.spb.ca.gov/bull2/>. The SPB will provide the Departmental Administrator with a

Password and User ID for accessing the OLBS. Once SPB staff have reviewed and approved each request, the Departmental Administrator will be able to independently manage the CEA bulletins for their respective department, including approving Departmental "Users" for access to the OLBS. Departmental Administrators and Users will both have the ability to create new bulletins using their own departmental logo and adding information specific to their department. Departments will be able to access copies of their CEA and Exempt bulletins in PDF or GIF formats for printing and/or placement on their own departmental Web site.

There are a number of options available on the OLBS to streamline the bulletin preparation and distribution process. To assist departments in understanding the OLBS, the SPB has included a User's Guide, Frequently Asked Questions and other information to assist in utilizing the OLBS. SPB staff are currently in the process of developing an on-line training module that can be downloaded. Departmental Administrators will be notified, via the OLBS, of these and other updated features as they are implemented. Therefore it is very important that department's ensure current contact information is maintained for their Departmental Administrator.

### **Exempt Positions:**

Although departments will be required to utilize the OLBS for all CEA examinations after October 2, 2006, Exempt positions are not covered by civil service requirements. Departments have the option to utilize the OLBS for their Exempt positions, but are not required to do so. The SPB recommends state departments utilize the OLBS as a mechanism for generating and managing their Exempt bulletins, as well as for recruitment purposes. However, it should be noted that departments must utilize the OLBS for their Exempt positions, if they wish to have them posted on the SPB Web site. The SPB WebTech will no longer upload exempt position announcements onto the SPB Web site, as the OLBS will enable departments to automatically accomplish this task.

### **Assistance:**

To assist departments in utilizing the new OLBS, the SPB staff will be demonstrating its use and features on Friday, **August 25, 2006** and **September 11, 2006**. These demonstrations will be held at the SPB, 801 Capitol Mall, Room 312, Sacramento, CA at 10:00 a.m. and 2:00 p.m. on the aforementioned dates. Departments are strongly encouraged to send staff to attend one of these sessions, as they will be required to utilize this system for all CEA examinations after October 2, 2006. Due to limited staffing resources, on-going training for the OLBS will not be available. For additional questions regarding the new OLBS or to preview it prior to the demo sessions being conducted by the SPB, please refer to the Users Guide posted at [http://jobs.spb.ca.gov/bull2/USERS\\_Guide\\_7\\_13\\_06.pdf](http://jobs.spb.ca.gov/bull2/USERS_Guide_7_13_06.pdf).

We look forward to implementing this enhanced on-line bulletin system, and in the immediate future, hope to create a similar process for all state civil service examination bulletins. To better serve departments, we also invite you to submit your comments to SPB regarding the

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OLBS. This will assist us in identifying any needed enhancements, as well as to ensure our products are meeting the needs of our customers. If you have any questions or comments regarding the OLBS, please contact Jennifer Roche of my staff at (916) 657-4322, TDD (916) 653-1498 or [jroche@spb.ca.gov](mailto:jroche@spb.ca.gov).

Karen Coffee, Chief