



Department of
Toxic Substances
Control



How to get a State job.



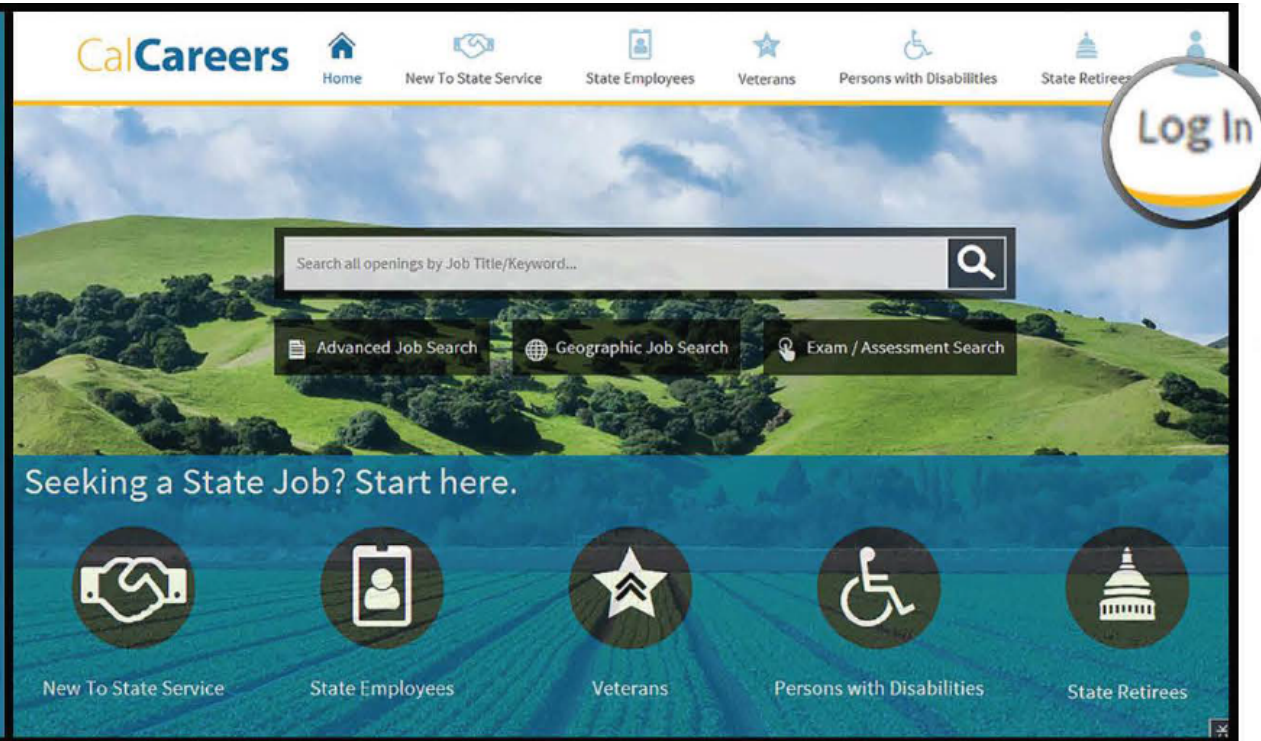
It's as easy as 1,2,3!

- Step 1: Create your CalCareers Account
 - Step 2: Take an Exam
 - Step 3: Apply for jobs

Step 1: Create a CalCareer Account

1 Create a CalCareers Account

- ✓ Go to www.CalCareers.ca.gov
- ✓ Click on Log In located on the top right corner
- ✓ Select Create Account
- ✓ Create an application template and upload resumes, transcripts, cover letter, certificates and degree
- ✓ Follow the prompts and complete all fields



Create a CalCareer Account

Create Account

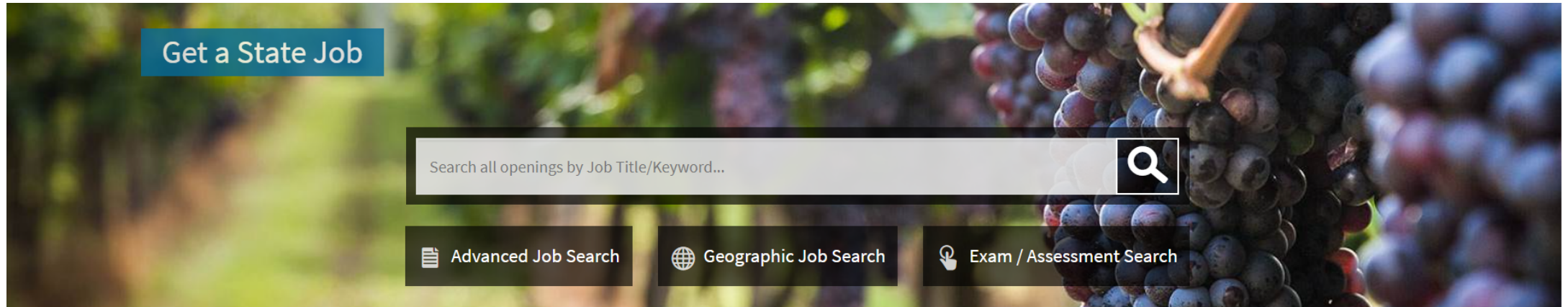
If you do not already have a CalCareer Account, please create a new account by clicking on the "Create Account" button.

Getting a job with the State of California is now simpler than ever. Start by creating a CalCareer account. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Benefits of a CalCareer Account

- Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities using Saved Searches
- Upload and store your resume
- Easily view your eligibility status
- Save and submit multiple applications electronically
- And much more ...

Step 2: Take an Exam



Step 2: Take an Exam

2 Take an Exam

- ✓ Use the Exam/Assessment Search box to find open exams
- ✓ Before you can apply for an opening, you must pass an exam for that classification
- ✓ Each classification has its own exam
- ✓ Take as many exams as you qualify for

You will get your exam score immediately for online exams

CalCareers Home New To State Service State Employees Veterans Persons with Disabilities State Retirees Log In

Exam / Assessment Search

Advanced Job Search Geographical Job Search Exam / Assessment Search

Keyword:

Advanced Filters

Exam Code:

Department:

Classification:

Posted Within:

Reset Form Search

Step 2: Take an Exam

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Exam Code:	9PB04	Department:	State of California	Final Filing Date:	Until Filled
Exam Base:	Open	Publish Date:	9/27/2009		

[View Exam Posting](#)



Step 2: Take an Exam

Official Exam Bulletin

[CLICK HERE](#) FOR A COPY OF THE OFFICIAL EXAM BULLETIN AND TO TAKE THE EXAM.



Step 3: Apply for a job

3 Apply for jobs

- ✓ Use the Advanced Search box to find hundreds of openings
- ✓ Read the job description to find out details about specific jobs
- ✓ Follow the instructions on each job posting
- ✓ Some jobs require a resume, cover letter and or a statement of qualifications. Make sure to upload all documents.
- ✓ Application Package tab
- ✓ Select Submit My Application button when you are ready to apply!

CalCareers Home New To State Service State Employees Veterans Persons with Disabilities State Retirees Log In

Advanced Job Search

Advanced Job Search Geographical Job Search Exam/Assessment Search

Standard Search

Keyword: **Search for jobs by keywords**

Department:

Advanced Filters

Job Code: JC-

Job Categories:

Classification: **Enter job title**

Location: **Choose county or leave blank**

Posted in Last:

esback

Why work for DTSC?

- Many Opportunities
 - Diversity, Equity and Inclusion
 - Mission Driven
 - Improving Communities

Why work for DTSC?

- Generous Benefits
 - Health Care
 - Health, Dental, and Vision Insurance
 - FlexElect Reimbursement Account
 - Disability Insurance
 - Retirement & Savings
 - CalPERS Retirement Plan
 - Savings Bonds
 - Savings Plus Program (401K and 457b)
 - Supplemental Contributions Plan
 - Leave
 - Annual, Catastrophic, Jury Duty, Leave of Absence, Bereavement, Mentoring, Military, Personal Holiday, State Holidays, Sick, Vacation, Professional Development Days.
- <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

Why work for DTSC?

- Career Development
 - Many positions do not require previous experience or a degree
 - Advancement opportunities are open to you
 - DTSC views its employees as a long-term investment
- Work-Life Balance
 - Long-Term Care Insurance, Discounted Public Transportation, ScholarShare College Savings Plan, Group Legal Services Insurance, Employee Assistance Program, Employee Wellness Program, Career Development Program
- Telework
 - Telework may be available for many positions.

How can Talent Acquisition help you?



**GOT
QUESTIONS?**

Schedule a virtual or phone
appointment with us at:

talent@dtsc.ca.gov

California Department of Toxic Substances Control