

State of California Commonly Used Terms

<https://calcareers.ca.gov/CalHRPublic/GeneralInfo/Glossary.aspx>

Application (STD. 678)

The official State Application form for examinations and employment. It is available in hard copy (paper) or electronic through a CalCareer Account. It contains a person's personal information, basic employment questions, education, work history, demographic/EEO data.

Application Template (STD. 678)

The official State application form in a wizard format to help guide the CalCareer user through filling out the information for examinations and employment. By using the template, the confidential items are removed to ensure the recruitment is based off merit and fitness.

CalCareer User

An individual accessing CalCareer for personal employment endeavors.

CalCareer

Employment system available for State of California Job Seekers. This system provides for an Applicant portal allowing self-management and tracking of employment activities with various available employment tools.

CalCareer Account

The public facing portal with a login ID and password. With an account, the applicant can manage their personal information, take state civil service examinations/assessments, store different versions/templates of the application std. 678, apply for vacancies at 150 departments, and track application statuses. Applicants can electronically receive contact letters and set up notifications for new job postings, upload and store your resume, cover letter, transcripts, or other additional documents

CalCareer ID

Is the "key" in identifying individuals in ECOS, it is rooted in the Profile and displayed on all app Records, Eligibility Records, and App Accounts. In Legacy, the key identifier of an individual was the SSN and in OSS it was the EZ ID. The CalCareer ID must belong to only ONE person but may have many Eligibility Records and Applicant Records. A CalCareer ID may belong to only ONE Profile and CalCareer Account.

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Classification Specification (Class Spec)

The Civil Service definition of a type of job classification as approved by the Board. Typically Includes: a Class Title, Class Code, Description, KSAs, MQs, and other specifics (2 CCR § 75.2). Also known as "Job Description".

Competencies

The knowledge, skills, abilities, behaviors, or special personal characteristics that contribute to individual or organizational job-related performance. Competencies may relate to practical or theoretical understanding of subjects, the capacities to perform acts, patterns of action or conduct, critical or strategic thinking, decision making or judgment, interdisciplinary skills, or transferable skills (2 CCR § 76.3).

Duty Statement

A document outlining the specific job duties of a position.

Eligibility

Term used to describe a passing score received on an examination. In order to apply for employment with the State of California, list eligibility must be established for the classification. List eligibility can be up to four years, but is typically one year in length. When list eligibility expires, an applicant must reapply to re-establish eligibility.

Examination (Exam)

State Employment Examinations evaluate applicants Knowledge, Skills, and Abilities to determine success potential in the classification, in general. Examinations are comprised of at least one test component in order to perform the evaluation, but may have multiple test components which contribute to the evaluation data for the Examination. (For evaluation for a specific job, see Assessment)

Final Filing Date

The last day an application will be accepted, see the specific exam bulletin or job posting for more information.

If submitting electronically, you must submit your application by 11:59 p.m. Pacific Standard Time (PST).

If submitting via US postal mail, the application must be postmarked with a date no later than the final filing date.

Job Application Package Checklist

The applicant cover page for an application package providing the Job Control Number for the department's routing, and items that are required (and optional) for submitting a complete application package.

Statement of Qualifications (SOQ)

A Statement of Qualifications (SOQ) is a narrative discussion of the knowledge, skills, and abilities (KSAs) an applicant possesses in relation to the desirable qualifications listed in the examination bulletin or job posting. This is not a form; it is a word document that you will create and upload/attach to your state application, std. 678 when applying for a job. Follow the instructions on the examination bulletin or job posting.