

DEPARTMENT OF CONSERVATION (DOC)

HIRING PROCESS JOIN US NOW – HERE’S HOW!



Step 1: Find the Examination Bulletin

All civil service applicants must take some type of examination before applying for a vacant position. Search for exam bulletins at <http://www.conservation.ca.gov/> and follow these steps:

- Click on the “Exams and Jobs” Quick Hit
- Click on the “Department of Conservation Open Exam Bulletins” link
- Click on “California Department of Human Resources (CalHR) (Formerly SPB) Open Exam Listings for DOC”
- Click on the Exam Bulletin for the Job Title you are interested in.



Associate, Senior, and Supervising Oil and Gas Engineer EXAMS NOW ONLINE!!



Step 2: Apply for the Examination

Carefully review the bulletin to obtain information concerning the examination. Go to the “Minimum Qualifications” section of the bulletin. If after reviewing that section you feel you qualify, proceed to the “Filing Instructions” section to learn how to apply and take the examination. You must submit a signed Standard State Application (678) along with the qualifications assessment examination to the address provided on the bulletin. Establish an application-on-file (profile) at <https://www.jobs.ca.gov> by following these steps:

- Click on the “Create a New Profile” link and enter the necessary information.
- Click on “continue.”
- Click the “login” button. Sign back in with your credentials.
- Click on the “login” button. Fill and complete your Standard State Application.

Upon completion and submittal of application, you will receive a confirmation. By creating a profile, you will be able to view your score, ranking, and status of eligibility (the term used to describe a passing score received on an examination), and change your contact information.

Step 3: Take the Examination

Refer to the bulletin section entitled “Examination Information.” It will tell you what type of testing components will be used and what effect each [test] will have on your final score. There are several combinations and variations. Read the bulletin carefully, especially the “knowledge and abilities” section. Departments base their questions on this section. The bulletin will specify whether you can take the exam online, submit it by mail with a standard State Application (678), or must take the exam in person at a specific site.

Step 4: Where Am I on the List?

You will receive notice of your results about 3 to 4 weeks after completion of the examination. If you were successful in the examination you will be placed on the eligible list in rank order (that is, ranks 1, 2, 3, etc.). If you are in 1, 2, or 3, you can immediately begin looking for job vacancies. However, even if you are in lower ranks, you could become eligible to be hired as vacancies are filled and/or higher-ranked candidates decline vacant positions.

Step 5: Apply for Vacancies

Search for all vacancies at <http://www.jobs.ca.gov/>. For Department of Conservation vacancies, go to <http://www.conservation.ca.gov/> and follow these steps:

- Click on the “Exams and Jobs” tab
- Click on “Department of Conservation Job Openings” link. Read the vacancy postings for the detailed instructions on how, when and where to apply.

Step 6: Hiring Interview

Before you go to your interview, you should acquaint yourself with the mission and functions of the department and how the job for which you are interviewing contributes. Prepare by reviewing the duties and responsibilities specified on the vacancy posting. If you are not selected, continue to apply for other job vacancies and any other open examinations for which you qualify.

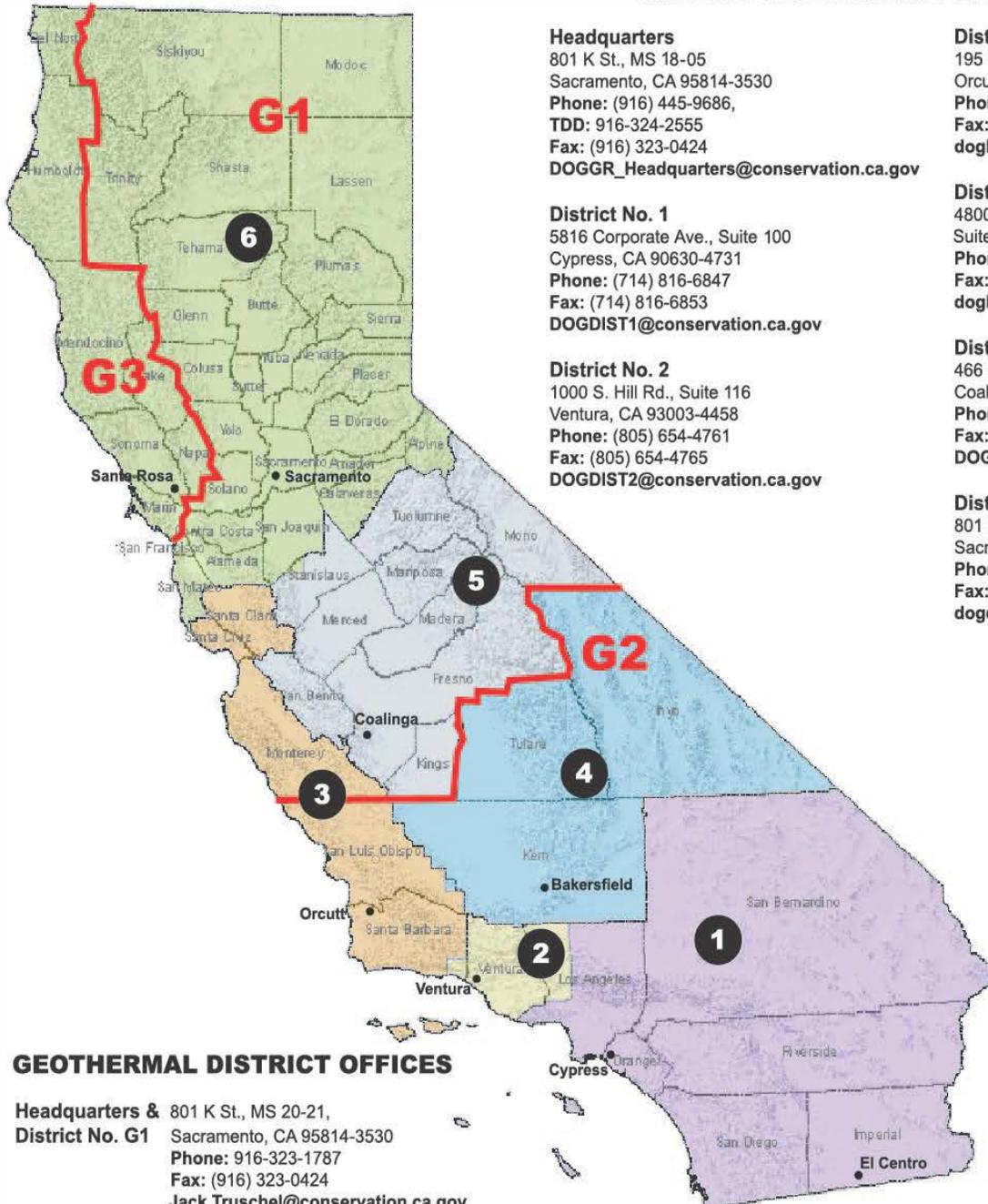
Step 7: Probation

After you have been hired, you will serve a probationary period of six months to one year, depending on your classification. When you successfully complete your probation, you become a permanent State employee.

DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES

The Division of Oil, Gas, and Geothermal Resources regulates the drilling, operation, maintenance, and plugging and abandonment of California's oil, gas and geothermal wells. The Division encourages wise development of oil, natural gas, and geothermal resources, thereby ensuring public safety and protection of the environment.

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For more information, visit www.conservation.ca.gov