

DEPARTMENT OF CONSERVATION (DOC)

HIRING PROCESS JOIN US NOW – HERE'S HOW!



Step 1: Create a CalCareer Account

If a civil service examination is given online, applicants must create an account at <https://jobs.ca.gov/>. In addition to taking examinations, candidates can save applications, resumes, and other documents for future use.

- Click on *Create a New Account* and follow all directions.
- Be sure to save user name and password information in a secure location to return to account at any time.

Step 2: Find the Examination Bulletin(s) and Apply to take Examination(s)

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

- Under Search Exams and Job Vacancies either search by key word or Department.
- Click on the Bulletin link under Exams column
- Click on the Exam ID link
- Open the Official Exam Bulletin link titled Click Here
- Carefully review the bulletin to obtain information concerning the examination. Go to the "Minimum Qualifications" section of the bulletin.

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: Apply for Vacancies

Search for all vacancies at <http://www.jobs.ca.gov/>.

- Follow the steps listed under Step 2 to search for vacancies.
- Click on Vacancy link under Job Vacancies column.
- Click on links under the Job Title column to review job duties and application information.
- Apply for any job posting that interests you.

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 5: 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.

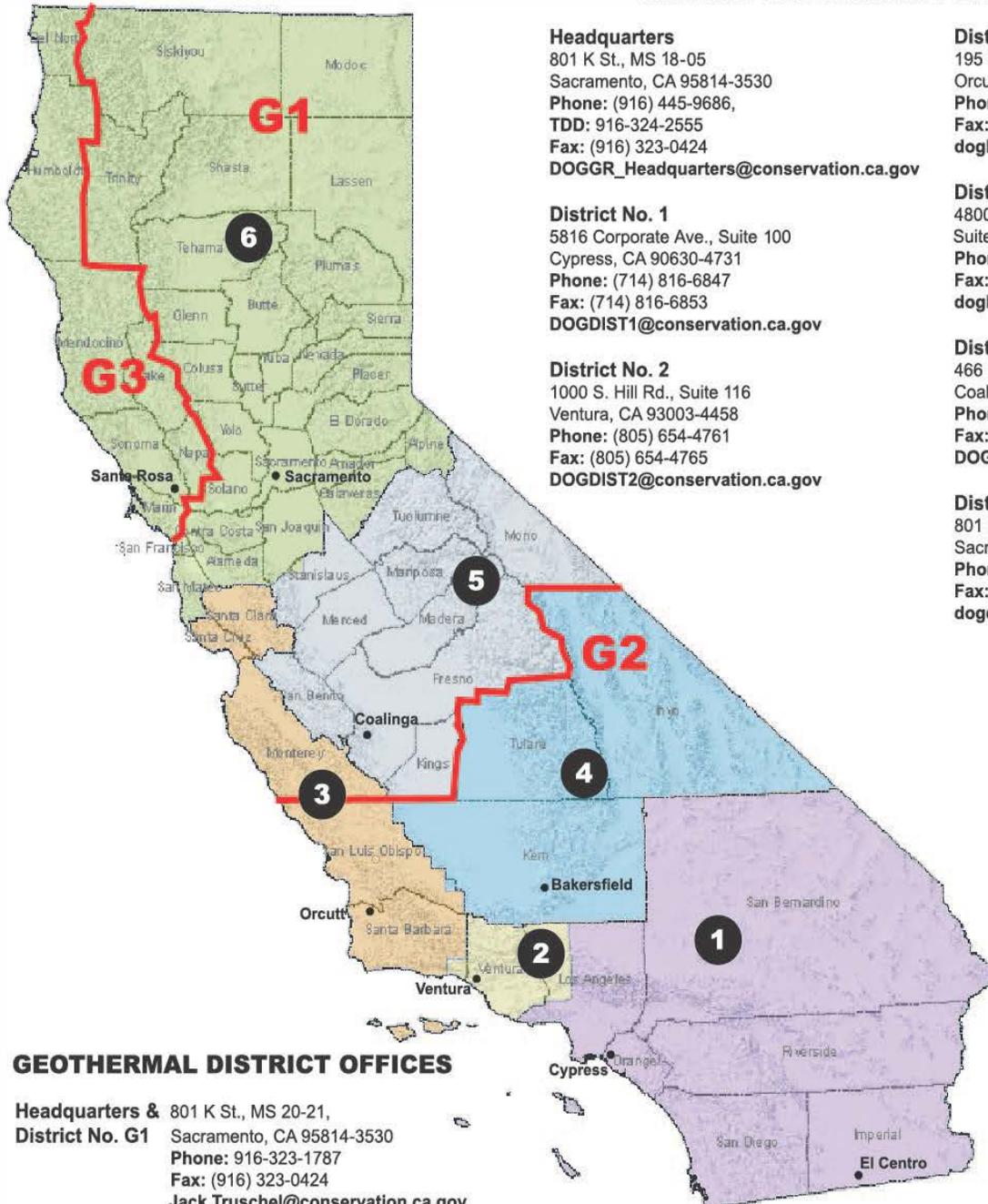
Step 6: Probation

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