



## ECOS TRAINING TEAM

### STANDARDIZED VERBIAGE FOR JOB POSTINGS

The following chart identifies subtabs located in the Maintain Job Posting screen and the associated standardized verbiage for inclusion in each Job Control (JC).

- Indicates sample verbiage.
- \* Indicates standardized verbiage that must be included in each advertisement (if applicable to your position, unit, program, etc.).
- \*\* Indicates standardized verbiage that must be included in each advertisement.

**Note:** Delete all bullet points/asterisks when copying and pasting standardized verbiage into the JC. Format all text with black, Arial 3 (12 point) font. Utilize bold and/or italics for emphasis. Standardized verbiage required in the Special Reqs subtab must be bold font.

SUBTAB	VERBIAGE
APP ITEMS	<p><b>*STATEMENT OF QUALIFICATIONS</b></p> <p>A Statement of Qualifications is <b>required</b> and must be submitted with your Employment Application (STD. 678). Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please refer to the “Statement of Qualifications” section below for specific requirements.</p> <p><b>*SUPPLEMENTAL QUESTIONNAIRE</b></p> <p>A Supplemental Questionnaire is <b>required</b> and must be submitted with your Employment Application (STD. 678). Applications received without an appropriate Supplemental Questionnaire based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Supplemental Questionnaire. Please refer to the “Supplemental Questionnaire” section below for specific requirements.</p> <p><b>*TYPING CERTIFICATE</b></p> <p>A Typing Certificate is <b>required</b> and must be submitted with your Employment Application (STD. 678). Applications received without an appropriate Typing Certificate will be rejected for being incomplete and will not be considered.</p>
DEPT INFO	<p><b>**<u>Vision</u></b></p> <p>We enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs.</p>



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SUBTAB (cont.)	VERBIAGE
DEPT INFO	<p><b>**Mission</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>**The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.</b></p> <p>•Specify Division/Unit Information</p> <p>•Founded in 1885, the California Department of Corrections and Rehabilitation (CDCR) is one of the nation’s largest and most diverse correctional departments in the country. We are dedicated to enhancing public safety through the safe and secure incarceration of offenders, by providing effective parole supervision, and implementing rehabilitative strategies to successfully reintegrate offenders into our communities.</p>
DUTIES	<p>Insert the below language for Non-BU 6 employees: <b>*Effective July 1, 2020, in response to the economic crisis caused by the COVID-19 pandemic, the <u>Personal Leave Program 2020</u> (PLP 2020) was implemented. PLP 2020 requires that each full-time employee receive a 9.23 percent reduction in pay in exchange for 16 hours of PLP 2020 leave credits monthly through June 2022. Salaries do not reflect the recent changes.</b></p> <p>Insert the below language for BU 6 employees: <b>*Effective July 1, 2020, in response to the economic crisis caused by the COVID-19 pandemic, the <u>Personal Leave Program 2020</u> (PLP 2020) was implemented. PLP 2020 requires that each full-time employee receive a 4.62 percent reduction in pay in exchange for 12 hours of PLP 2020 leave credits monthly through June 2022. Salaries do not reflect the recent changes.</b></p> <p><b>*Limited term 12 months; may be extended up to 24 months.</b></p>



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SUBTAB (cont.)	VERBIAGE
DUTIES	<p><b>*Limited term 12 months; may be extended up to 24 months or become permanent.</b></p> <p><i>Note: "...or become permanent" does not apply to headquarters Peace Officer positions which must be filled limited term as those positions cannot be filled permanent.</i></p>
DESIRABLES	<ul style="list-style-type: none"><li>•Knowledge and experience of current CDCR HR practices.</li><li>•Excellent written and oral communication skills.</li></ul>
SPECIAL REQS	<p><b>**Do not include any confidential information on any documents you submit for a job vacancy, such as your State application, resume, or educational transcripts. Confidential information that should be excluded or removed from these documents includes, but is not limited to, your Social Security Number (SSN), birthdate, student identification number, driver's license number (unless required), basis of eligibility, examination results, LEAP status, marital status, and age. Confidential information on the first page of applications submitted electronically online, such as Easy ID number, SSN, examination related information, and driver's license number will automatically be redacted upon submission.</b></p> <p><b>**Possession of Minimum Qualifications will be verified prior to interview and/or appointment. If you are meeting Minimum Qualifications with education, you must include your unofficial transcripts/diploma for verification. Official transcripts may be required upon appointment. If it is determined an applicant does not meet the Minimum Qualifications, the candidate will be withheld from the eligibility list, rendering them inactive and ineligible to be hired for the position. Candidates who have been withheld may file an appeal with the State Personnel Board.</b></p> <p><b>**Candidates new to CDCR or the Division of Juvenile Justice are required to submit to a background investigation process utilizing Live Scan Fingerprinting, and Tuberculosis testing prior to appointment followed by department annual Tuberculosis testing/evaluation thereafter.</b></p>
WORKING COND	<ul style="list-style-type: none"><li>•Travel is required.</li></ul>



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<b>SUBTAB (cont.)</b>	<b>VERBIAGE</b>
<b>BENEFITS</b>	<p>**Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at <a href="https://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx">https://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx</a>.</p> <p>**Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <a href="https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx">https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx</a>.</p> <p>**Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <a href="https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx">https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx</a>.</p> <p>**This webpage is intended to provide general information. Benefit eligibility may be based on job classification, bargaining unit, time base and length of appointment.</p> <ul style="list-style-type: none"><li>•The CDCR Human Resources, Office of Workforce Planning offers a secured access facility with flexible work schedules, convenient transportation options including light rail and pre-tax parking, an on-site ATM and café, as well as a variety of nearby shopping locations and eateries including access to a farmers market during the spring and summer months.</li></ul>
<b>CUSTOM SECTIONS</b>	<ul style="list-style-type: none"><li>•Additional office or Department information.</li><li>•Detailed Statement of Qualifications and/or Supplemental Questionnaire information/requirements.</li></ul>