

# **USER'S GUIDE**

## **SPB CEA AND EXEMPT** **BULLETIN** **ON-LINE SYSTEM**

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## Welcome

Welcome to the State Personnel Board's Career Executive Assignment (CEA) and Exempt On-Line Bulletin System.

The SPB CEA and Exempt On-Line Bulletin System has been designed to provide departments the following functionality:

- 1- Replaces the current requirement that departments post their CEA Bulletins on the SPB Exam Bulletin Phone System.
- 2- Provides a user-friendly and effective method of posting and managing upcoming CEA/Exempt bulletins utilizing a centralized on-line website for departments to post their CEA and Exempt Bulletins.
- 3- Increases departmental recruitment efforts by providing eligible candidates a centralized on-line location to view, print, and/or save CEA and Exempt Bulletins
- 4- Features daily electronic e-mail distribution processing of new CEA and Exempt bulletins to Departmental Bulletin Distribution Recipients (BDRs) service wide.
- 5- Features daily electronic e-notify distribution processing of new CEA/Exempt bulletins to user(s) who have signed up to receive them via their e-mail.

Departmental Representatives can request access as Departmental Administrators to the OLBS SPB through the SPB website <http://jobs.spb.ca.gov/bull2/>

When requesting access the Departmental Administrator will select their own Password and User ID for the OLBS. The Departmental Administrator will then have the ability to independently assign Departmental Users access to the SPB On-Line Bulletin System to post departmental CEA or Exempt Bulletins, allowing Departmental representatives the ability to manage their own CEA and Exempt Bulletin postings. Departmental Administrators and Users will have the ability to create a new bulletin using the on-line system (with the ability to use their own departmental seal on the bulletin). Departmental representatives can upload copies of their own Exempt bulletins in PDF or GIF formats.

## **Role of The SPB Administrator**

The SPB Administrator will oversee the OLBS, answer questions and recommend changes based on Departmental feedback.

SPB Administrator has the authority to:

- 1- Add, Delete or Edit Departmental Administrators.
- 2- Respond to Departmental questions submitted on-line. Note: The SPB Administrator determines if specific departmental questions submitted and the SPB response should be listed in the Frequently Asked Questions Section of the website.
- 3- Access the Utilities Maintenance Function to create reports based on CEA and Exempt Bulletins, View all Departmental Administrators, and process departmental Administration Assignment Requests.
- 4- Monitor to ensure that each department has designated a departmental e-mail account to receive copies of the CEA and Exempt Bulletins posted on-line.

## **Role of The Departmental Administrator**

The Departmental Administrator will have the ability to independently manage their department's on-line CEA and Exempt Bulletins.

Departmental Administrators have the authority to:

- 1- Assign Departmental Users and to assign Users Admin status.
- 2- Edit and Delete Departmental Users.
- 3- Departmental Administrators will have the same ability to post and edit departmental CEA and Exempt Bulletins as Departmental Users.

COMING SOON:

- 4- Designate Departmental Bulletin Distribution Recipients (BDR).
  - The Departmental Administrator must designate an e-mail account the department wishes to use to receive notices/copies of CEA and Exempt Bulletins.
  - Departments should monitor this account every workday and create an internal process to distribute CEA and Exempt Bulletins.
  - As a best practice SPB recommends creating a generic e-mail account and assigning departmental staff to monitor this account, in order to ensure the account is being monitored on a daily basis.
  - It is the department's responsibility to ensure they are properly monitoring and posting CEA Bulletins.
  - CEA bulletins must be distributed service wide. Assigning a specific staff person's e-mail address may cause complications if that individual is on vacation, is out sick or moves to another position.

## **Role of The Departmental User**

Departmental Users will be able to use the on-line system to:

- 1- Create New On-Line CEA and Exempt Bulletins.
- 2- Upload Existing Exempt Bulletins in PDF or GIF formats.
- 3- Upload Departmental Seal. This will allow departments the ability to personalize their bulletins by including their departmental Seal on their CEA and Exempt bulletins.
- 4- Edit Existing Bulletins.
- 5- Revise a previously released CEA or Exempt Bulletin and re-release it.
- 6- Submit Questions to the SPB Administrator for assistance.

## **Using The On-Line System To Post CEA And Exempt Bulletins**

Departmental Users will have the option of creating a new On-Line Bulletin which will be immediately posted to the SPB website based on the release date entered, accessing and revising a previously posted Bulletin to re-release it, or uploading a PDF version of their Bulletin (for Exempt Bulletins only).

Information that is required on all CEA Bulletins such as EEO Statement and the Minimum Qualifications have been hard coded into the system and will appear on the final bulletin itself. The system has been created to allow Departmental Users to select from drop down menus information specific to their department and position that must be posted on the bulletin, such as CEA level (for CEA Bulletins). Other text fields are set up to allow departmental users to customize their bulletins.

California State departments are required to post CEA Bulletins for a minimum of ten<sup>1</sup> working days on the SPB website (excluding weekends and holidays). The system is coded to not allow Users to select a final filing date less than ten working days from the release date of their CEA Bulletins. Exempt positions are not covered by civil service requirements and therefore are not required to be listed on the SPB website and there is no required minimum advertising period for Exempt announcements, however many state departments choose to post their Exempt vacancies on the SPB website for recruitment purposes.

## **How to Post A New CEA Bulletin**

1. From the On-Line Bulletin Menu on the left hand side of the screen select Create Bulletin.
2. The Screen will then prompt Departmental Users to make selections from drop down menus and to fill in fields of information.

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<sup>1</sup> Title 2 of the California Code of Regulations Section 50 –Merit Selection Manual: Policy and Practices establishes policy and provides guidance for State civil service testing and selection activities and documents professional best practices. Section 3300: Recruitment for Civil Service Examinations page 3300.4 states, “At a minimum, examination bulletins shall be posted for at least ten working days to allow for wide dissemination. It is incumbent upon agencies and departments to ensure an adequate posting period in the spirit of broad and inclusive recruitment.”

3. Select the Click the Save to Continue Button after filling in each page to move to the next page.
4. At any point you can preview your Bulletin in HTML or PDF format.
5. The final page will prompt you to select Publish or Do Not Publish. If you select Publish the Bulletin will be automatically released once the Release Date you selected has passed. If you select Do Not Publish the Bulletin is saved in a draft version for editing, and releasing at a future date.
6. The Bulletin will be automatically posted and made available for viewing/printing when it has been set to Publish on the release date indicated.

## **How To Update/Edit An Existing Bulletin Or Re-Release A Previously Posted Bulletin**

If the final filing date for the CEA Bulletin you wish to use has expired:

1. From the On-Line Bulletin Menu on the left hand side of the screen select Create Bulletin and then and then select Create New from Old CEA Bulletin.
2. The system will list all of the previously posted CEA or Exempt Bulletins by their final filing date.
3. Once you have located the CEA Bulletin you wish to update select the Make New Bulletin from this Bulletin Option.
4. The system will now allow you to edit and repost the Old CEA Bulletin with a new release date.

If the filing date has not expired and you need to make minor changes:

1. From the On-Line Bulletin Menu on the left hand side of the screen select My Bulletins and page through until you locate the Bulletin you need to edit.
2. Select Rider and indicate the changes you need to announce to candidates from the original version of the Bulletin. Note: If the changes are significant it is best to Cancel the original Bulletin and re-release a new accurate Bulletin.

If you need to extend the final filing date of an existing CEA or Exempt Bulletin:

1. From the On-Line Bulletin Menu on the left hand side of the screen select My Bulletins and page through until you locate the Bulletin you need to edit.
2. Select the Extend Final File Date Option and follow the steps indicated.
3. The Bulletin will appear with both the original and extended final file date indicated.

Deleting a Bulletin which has not been released:

1. You can Delete a CEA Bulletin that has not been set to publish and the release date has not passed at any time.
2. From the On-Line Bulletin Menu on the left hand side of the screen select My Bulletins and page through until you locate the Bulletin you wish to delete.
3. Select the Cancel Option and follow the steps indicated.
4. Deleting the Bulletin will completely erase it.

Canceling a Bulletin once it has been released:

1. Once a Bulletin has been released you can not completely delete the Bulletin, however you can cancel it, and it will continue to appear on the system until the Final File Date has passed but will be listed as Cancelled. This will help to prevent candidate confusion by allowing interested applicants to view that the Bulletin has been canceled and that they need not apply.
2. If you need to cancel a Bulletin once it has been released from the On-Line Bulletin Menu on the left hand side of the screen select My Bulletins and page through until you locate the bulletin you need to cancel.
3. Select Cancel and follow the steps indicated.

### **How to Upload a Exempt Bulletin In PDF Format**

Departments have the option of uploading existing Exempt Bulletins created in a PDF format onto the SPB website.

1. From the On-Line Bulletin Menu on the left hand side of the screen select My Bulletins and then Upload Exempt Bulletin.
2. The system will then prompt you to select and fill in information which must be included on the bulletin listing from several drop down menus and fields, such as release date, etc
3. The system will prompt you to use the Browse function to locate the PDF version of your Bulletin.
4. On the last page the system will prompt you to select Publish or Do Not Publish. If you select Publish the Bulletin will be released on the date indicated as the Release Date. If you select Do Not Publish you can access your Draft at a future date under My Bulletins and complete the process.

### **How to Upload a Departmental Seal**

Departmental Administrators have the ability to upload their Departmental Seal to personalize the look of their Department's Bulletins.

1. From the On-Line Bulletin Menu on the left hand side of the screen select Maintenance.
2. Next select Upload Departmental Seal.
3. Following the instructions for uploading click the browse button to locate the file.
4. Once you have located the file click upload to Server.
5. The Departmental Seal will only need to be uploaded once into the System. Once the Seal has been uploaded departmental Users can select to have their departmental seal posted on the Bulletins they have entered into the system.

### **Instructions for Departments who Post CEA Bulletins for Multiple Departments**

A few of the smaller departments contract with larger departments to do their personnel work including posting their CEA Bulletins. Department representatives who post CEA Bulletins for multiple departments should follow the steps outlined below.

1. Departmental Administrators can register as an Administrator for each department they will post CEA Bulletins for when initially signing up for the OLBS, by selecting each Department from the drop down menu. <http://jobs.spb.ca.gov/bull2/>

2. This will allow Department Administrators to use the same User ID and Password will be used when post bulletins for multiple departments.
3. At any point Departmental Administrators can sign up to post Bulletins for additional departments or delete departments they are currently assigned to by signing onto the On Line Bulletin System, selecting My Departments and either deleting current departments listed or adding new departments from the drop down menu.

### **What To Do If You Need Assistance**

The On-Line CEA and Exempt Bulletin System has been created to provide Departmental Users and Administrators the ability to independently manage their CEA and Exempt Bulletins. If you find you have a questions about the system please follow the steps recommended below.

1. First check the Frequently Asked Questions (FAQs) section of the website to see if you can find the answer to your question here. Note: This Section is COMING SOON
2. If you continue to need assistance next contact your Departmental Administrator to determine if they can resolve your question.
3. If you are unsure who your Departmental Administrator is, you can look that information up by selecting User Management from the CEA Exam Bulletin Menu.
4. If you wish to submit a question directly to the SPB Administrator select HELP or Submit/Questions Problems from the On-Line CEA and Exempt Bulletin System Menu on the left hand side of the screen.

### **Breakdown of the Separate Sections of a CEA Bulletin (specific information about the separate fields of a CEA Bulletin within the On-Line Bulletin System)**

Sections of the On-Line Bulletin System that contain information that is required and not subject to change, such as the Minimum Qualifications, has been hard coded into the system and will automatically appear on the finished bulletin. Department representatives will have the flexibility to select from drop down menus or fill into fields information that is specific to their position, such as the Desirable Qualifications.

Note: Exempt positions are not governed by civil service laws and rules and therefore allow for greater flexibility. The On-Line System has been created to allow for maximum flexibility when departmental representatives are creating Bulletins for Exempt positions.

The following information breaks down the separate sections of a CEA Bulletin and outlines the sections which will require departmental input vs. the sections which have been hard coded into the On-Line CEA/Exempt Bulletin System.

### **Equal Employment Opportunity Statement:**

This section has been hard coded into the system, the following will automatically appear on the bulletin. “This agency guarantees equal opportunity to all regardless of race, sex, religion, national origin, ancestry, age, marital status, disability or sexual orientation.”

**Drug-Free Workplace Statement:**

This section has been hard coded into the system, the following automatically appear on the bulletin. “It is an objective of the state of California to achieve a drug free workplace.”

**Position Title:**

This section is a fill in field.

**CEA Level:**

Dept representatives must select the CEA level the position has been designated from a drop down menu.

**Salary Range:**

This field is a fill in field. While specific salaries have been designated for CEA levels, departments do have some discretion with salaries for CEA positions.

**Release Date:**

Department representatives must select the release date from a drop down menu. Note: the date the CEA bulletin is entered into the system may not be used as the release date. The earliest release date that can be selected is the next working day.

**Final Filing Date:**

Department representatives can select the final filing date from a drop down menu and/or indicate until filled. Departments are required to post CEA Bulletins for a minimum of ten working days. When determining a final filing date it is helpful to remember that due to the nature of CEA examinations, departments have the flexibility to extend the final filing date, or if they do not receive an adequate # of candidates to re-issue the bulletin and merge the eligibility list as long as the exact same selection process is utilized. If necessary departments can opt to state “until filled” on the exam bulletin, as long as all candidates who apply and meet the minimum qualifications are given the opportunity to compete in the exam process.

Note: When extending the final filing date of a CEA Exam Bulletin please keep the following information in mind.

- In order to extend the final filing date of a CEA bulletin currently posted it is necessary to go into the system prior to the final filing date passing, selecting the bulletin, and selecting a new final filing date.
- If the final filing date has passed, the bulletin must be re-released.
- When selecting until filled, department representatives must remember to go into the system and close out the bulletin by selecting a final filing date once the position has been filed.

**Position Description (Duties and Responsibilities):**

This is a fill in field. This information is specific to the position.

**Examination Information:**

The system has been hard coded to include information on the bulletin which indicates the following: “A final earned rating of 70% must be attained in order to obtain a ranking on the eligible list; hiring interviews may be conducted with the most qualified candidates; all candidates will receive written notification of their examination result; and applications will be retained for twelve months.”

The following information **must be** included by the department representative and entered into the fill in field titled Examination Information: type of exam method(s) utilized; total weight of each selection instrument(s), specify the weight carried by each part of the exam process from 0% to 100%; if the eligibility list may be used to fill other CEA positions that are substantially the same (must list position(s) by title); and if the eligibility list may be used to fill subsequent vacancies of the same position (up to a maximum of twelve months).

A drop down menu will prompt departmental representatives to indicate if the list created from the exam may be used to fill subsequent vacancies of the same position, or other CEA positions which are substantially the same. Note: If the list may be used to fill other CEA positions that are substantially the same the department must specify which positions.

**Departmental Contact Information**

This information is required and is a fill in field.

**Minimum Qualifications:**

The Minimum Qualifications for the CEA class code 7500 have been hard coded into the system. The following will appear on the bulletin: “In order to have eligibility to compete in CEA examinations applicants must meet one of the following qualifications: have current permanent California State civil service status as required in Government Code Section 18547, and as defined in the Constitution of the State of California Article 7, Section 1 and Section 4; meet the criteria in Government Code Section 18990 for Legislative employees; or meet the criteria in Government Code Section 18992 for Executive Branch exempt employees.”

**Description of Desirable Qualifications:**

This is a fill in field. When examining for either a group of positions or a single position, “Desirable Qualifications” (DQs) should be developed and listed on the bulletin. The purpose of DQs is to provide the department with a means of evaluating competitors, as well as providing competitors with a means of determining their own relative competitiveness. DQs are an appropriate place to specify the amount, kinds and level of education and experience that are not part of the Minimum Qualifications but which have been identified as job related and desirable for the position and are being utilized as part of the selection process. They also serve as a guide for candidates to provide appropriate

information to demonstrate their qualifications for the position in their Statement of Qualification and application.

**How to apply:**

Dept representatives can choose from several options including: “Interested applicants must submit a complete Standard State Application (Form 678); a “Statement of Qualifications”. The Statement of Qualifications is a narrative discussion of how the candidate’s education, training, experience, and skills the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate’s ability to present information clearly and concisely in writing and should be typed and no more than two pages in length (note the # of pages can be edited); and Resumes do not take the place of the Statement of Qualifications.”;

There is a also fill in field here where departments can indicate additional information regarding how to apply.

**Filing Instructions:**

This is a fill in field. Department representatives can add specific filing instructions onto the bulletin.

**Additional Information:**

This is a fill in field where departments can include additional information about the position or the selection process.

**Special Testing:**

The following information has been hard coded into the system and will appear on the Bulletin: “If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Examination Application” Section of the SPB Standard Application, Form 678. You will be contacted to make specific arrangements.”