

RPA#: _____ **Position #:** _____

Classification Title: _____

Working Title: _____

Location(s) County(s): _____

Location Address: _____

Tenure:

Permanent

Temporary (Seasonal Aid, Etc.)

Limited-Term **Months**

Timebase:

Full-Time

Part-Time

Intermittent

Telework Eligible: **Yes** **No**

Fraction

Hours per month

Number of Positions: _____ (positions must be identical, e.g. same supervisor, location, duties, etc.)

Special Requirements: **Driver's License** **Certificate** **Prof. License:**

Advertising period: _____ **Calendar Days** (min. of 10 cal days)

Additional Classes to be Considered: (For Recruitment purposes, e.g. interchangeable positions)

Hiring Unit Job Control Access to:

Hiring Contact: _____ **1:** _____

E-mail Address: _____ **2:** _____

Phone Number: _____ **3:** _____

Required App Items: **Resume** - Checking this box acknowledges that the resume in addition to the STD 678 will be reviewed for employment history; and the following statement will be added to the Job Posting application instructions: *Resumes will be reviewed in addition to the STD 678 for employment history. Resumes must include the complete to and from dates (MM/DD/YYYY) and hours worked per week.*

Criminal Record Supplemental Questionnaire (LED only)

Copy of Degree/Transcripts

Supplemental Questionnaire/Statement of Qualifications

Other (e.g. Cover Letter): _____

Send Employment Inquiry/Contact Letters: **No** **Yes**

Specify any flag(s) (e.g. Personnel, Budgets): _____

Recruitment Services:

ONLY post to Calcareers **Not sure?** **Consult** – Meet w/C&R Analyst to develop recruitment plan

Post Ad on College Job Boards (Handshake, Jobspeaker)

Post Ad on Professional Job Site (Indeed, LinkedIn)

Job Ad Notes:	
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SOQ Instruction/Supplemental Questions:

If including an SOQ, include instructions for completion. *For example: Statement of Qualification must be no more than two pages in length, size 12 point Arial font.*

Department Info:

Department of Fish and Wildlife (CDFW) employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

California is one of the most biodiverse places on the planet. As such, CDFW values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures and personal experiences can thrive and connect others to our critical mission.

Join us and begin a meaningful new career!

Duties:

Brief description of job duties (limited to 3,000 characters). Rather than copying and pasting language straight out of the duty statement, exercise some creativity and develop a "hook" (creative job description language), and include required duties and any other responsibilities. See HRB Memo 21-020 Best Hiring Practices: The Job Ad for more information, including a sample.

Desirable Qualifications:

These qualifications are what you would desire in addition to the minimum qualifications; however, these would not preclude you from interviewing and/or considering a candidate that only met the minimum qualifications.

Special Requirements:

This section is to highlight any requirements such as physical requirements. We encourage you to use inclusive language such as communicate vs speak, observe vs see, elevate vs lift to describe these tasks.

Working Conditions:

This section is to highlight the physical and /or expected conditions of the position such as OSPR is a 24-hr oil and pollution spill response organization or 75% outdoor field work required.