

Human Resources Memorandum

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| SUBJECT: Examination and Certification On-Line System Shutdown | NUMBER: HR 15-035 |
| | DATE ISSUED: December 2, 2015 |
| DISTRIBUTION: All CDFW Supervisors and Managers, Human Resources Branch, Administrative Officers, Personnel Specialist and Regional Personnel Specialist | EXPIRES: N/A |

The California Department of Human Resources (CalHR) has notified State Agencies that the CalHR's Examination and Certification On-Line System (ECOS) will temporary shutdown effective 5:00 p.m. on December 31, 2015, through 12:00 noon on January 15, 2016.

During this shutdown, departments are unable to:

- Order/request certification lists and contact letters;
- Post Job Vacancy Postings (VPOS);
- Access departmental examination bulletins;
- Access internet exams administered by CalHR; and
- Access State Application Profile login.

In order to minimize the disruption to recruitment and the hiring process, The Human Resources Branch (HRB) recommends that hiring managers and supervisors request certification lists prior to December 31, 2015.

Job Vacancy Postings:

- Postings received with a final filing date of December 31, 2015, will be posted on CalHR's website.
- Postings received after December 31, 2015 will be held by HRB and posted after January 15, 2016.

New CalCareer Account

When the ECOS is back online there will be a new CalCareer Account that allows applicants the ability to:

- Update personal information;
- Review eligibility records and update conditions of employment (COE);
- Receive contact letters electronically; and
- Track job applications.

HRB will provide all CDFW employees instructions on how to access and utilize the new CalCareer Account system in a separate memorandum in January 2016.

If you have any questions please contact Maria Luna, Examination and Certification Manager at (916) 651-6788 or via email to maria.luna@wildlife.ca.gov.