DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

HUMAN RESOURCES MEMORANDUM 11-013	DATE ISSUED: 05/18/2011
SUBJECT: **OPEN ONLINE CERTIFICATION PROCESS**	REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction
The State Personnel Board (SPB), DGS and other agencies have developed open, self-certifying examinations available to the general public. These exams allow candidates to assess their qualifications by rating their education and experience through various online methods. Both online self-certifying exams and self-certifying/self-scheduling exams exist. For all online self-certifying and self-scheduling exams, candidate applications must be screened by the Examination Unit prior to a job offer.

Note: Job offers shall not be made until the Office of Human Resources (OHR), Classification and Pay (C&P) Analyst has given final approval to the Personnel Liaison.

Purpose
This Human Resources memorandum provides the internal procedures DGS has implemented in order to comply with the requirements of this SPB program. It is necessary to validate whether applicants meet the minimum qualifications prior to the hiring interview and job offer to ensure a legal hire.

Open Exam Listing
The process in this document applies to the list of online and self-scheduling exams accessed via the SPB Online and Self-Scheduling Exams.

The list of exams includes:

- Administrative Law Judge I (Office of Administrative Hearings)
- Assistant and Associate Information Systems Analyst
- Associate/Staff/Senior Programmer Analyst (Series)
- Associate Architect
- Data Processing Manager I and II
- Data Processing Manager III and IV
- District Structural Engineer
- Fire and Life Safety Officer I (Division of the State Achitect)
- Fire and Life Safety Officer II (Division of the State Architect)
- Office Assistant (General and Typing)
- Office Technician (General and Typing)
- Senior Architect
- Senior Structural Engineer
- Staff and Senior Information Systems Analyst
- Staff Services Analyst
- Systems Software Specialist (Technical)
- Systems Software Specialist II and III Series

Note: The list above is subject to change.

Process

Step 1. After screening applications, Personnel Liaisons will complete their contact information located in the top right portion of Attachment A and send an Online List MQ Review Worksheet (Attached) along with copies (no faxes) of the applications, resumes, licenses, credentials and certificates (for up to 10 candidates) to the Examination Unit. Hiring supervisors may also interview first and send only the selected candidate's application and worksheet to the Examination Unit. Send packages to:

OHR Examination Unit Online Exams
707 3rd Street, 7th Floor, MS402
West Sacramento, CA 95605

Step 2. Within two work days, the Examination Unit Analyst will review the worksheet and applications and provide the MQ verification results, via email, to the Personnel Liaison and appropriate Classification & Pay Analyst. The Exam Unit Analyst will gather additional information from candidates as needed and keep Program and C&P informed of status in the event of delays.

Contact
For questions regarding this memorandum, please contact your OHR C&P Analyst.

/s/
Beth Townsend, Personnel Officer
Office of Human Resources

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