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DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

JOB CONTROL REPORT

This form is required for all RPAs necessitating advertising.

RPA NUMBER(S): _____ PROGRAM NAME: _____

MAIN POSITION NUMBER: _____ WORK SCHEDULE: Days - Hours, eg: M-F 8-5

SECONDARY CLASS CODE: _____ SHIFT: _____

WORKING TITLE: _____ TENURE: _____ TIMEBASE: _____

NUMBER OF POSITIONS: _____ LENGTH OF ADVERTISEMENT: 10 Business Days

MEDICAL REQUIRED: ○ Yes ○ No CONTACT LETTERS: ○ Yes ○ No

BACKGROUND REQUIRED: ○ Yes ○ No RECRUITMENT SERVICES REQUESTED: ○ Yes ○ No

RE-AD RECYCLE JC: ○ Yes ○ No RECRUITMENT ANALYST: _____

REPORTING LOCATION

Building or Program Name
Street Address
City, CA, Zip

ADDRESS FOR APPLICATIONS

Building or Program Name
Street Address
City, CA, Zip
Attention: Receiver's Name

HIRING UNIT CONTACT (REQUIRED FOR CALCAREERS)

Full Name	Work Phone Number	Work Email Address

HIRING MANAGER (REQUIRED FOR ECOS ACCESS)

Full Name	Work Phone Number	Work Email Address

EMPLOYEE RESOURCE LIAISON (REQUIRED FOR CERT UNIT QUESTIONS)

Full Name	Work Phone Number	Work Email Address

SPECIAL LANGUAGE INSTRUCTIONS (Indicate if the advertisement will require any special language.)

☐ 2nd Class ☐ COI ☐ LT ☐ OOC ☐ TAU
☐ P&B12 ☐ P&B13 ☐ P&B15 ☐ SA/I ☐ T&D

OTHER SPECIAL INSTRUCTIONS

Please include any special instructions you have for the advertisement of this RPA that have not been included above, including SOQ, resume requirements, etc.

*If there are multiple positions, please enter them here.

Do not include any information found on the duty statement.

All advertisements will have instructions for placing the RPA number on the application, do not include that here.

If there are no special instructions, it's okay to leave this blank.

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JOB CONTROL REPORT

THIS PAGE IS FOR OHR STAFF ONLY
It is automatically generated, please do not alter/edit.

2nd Classification

Conflict of Interest

Limited Term

Out of Class

Student/Intern

Post & Bid BU 12

Post & Bid BU 13

Post & Bid BU 15

Training & Development

Temporary Authorization Utilization