

Position Information

RPA Number **DGS Division/Office/Client Agency**

Position Number **Work Schedule**

Secondary Class Code (If applicable) **Shift**

Working Title **Tenure** **Time Base**

Headquarter Address (Example: 707 3rd Street, West Sacramento, CA 95605):

Will consider Training & Development assignment Yes No

Recruitment Services Requested Yes No

Hiring Unit Contact (Name of the Employee Resource Liaison to be listed on the Job Advertisement under Hiring Unit Contact)

Full Name **Work Phone Number** **Work Email Address**

If the Employee Resource Liaison is not listed as the Hiring Unit Contact, please explain why:

Hiring Manager (for ECOS job application access)

Full Name **Work Phone Number** **Work Email Address**

Special Language Instructions (Indicate if the advertisement will require any special language.)

COI TAU Drug Medical P&B 15 Background

Vehicle Home Storage Driver's License Professional License

Certificate (please specify):

Position Eligible for Telework: Yes No

If position is marked eligible for telework, please indicate number of days in office:

JOB CONTROL REPORT

DGS OHR 85 (Rev. 1/2026)

Office of Human Resources

Desirable Qualifications:

Statement of Qualifications:

Working Location Information (free parking, bistro on site, gym on site, etc.):

Other Instructions:

JOB CONTROL REPORT

DGS OHR 85 (Rev. 1/2026)

 2nd Classification (Choose appropriate verbiage and include classification in ECOS)

This position may be downgraded to _____ for recruitment purposes. If downgraded, duties will be adjusted accordingly.

 Conflict of Interest (COI)

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year.

 Limited Term (LT)

This position is Limited Term (12 Months); it may become permanent, be extended up to 24 months, or be cancelled at any time.

 Temporary Authorization Utilization (TAU)

Temporary Authorization (TAU) – For applicants who have no State transfer or reinstatement eligibility, applications will be accepted for a TAU appointment. The maximum duration of a TAU appointment is 9 months or will be terminated 60 days after the establishment of a list. This position may become permanent at a later date; however, the candidate selected for the TAU appointment must compete in the administered exam, pass the exam, and place within the top 3 ranks before a permanent appointment can be received. Applicants for TAU appointments must meet the minimum qualifications for the classification as noted in the class specification. A State application (STD. 678) with an original signature is required for all TAU hires.

 Post & Bid BU 15 (P&B 15)

Bidders (DGS employees) will be considered first and must file their bid requests for this position by the “Final Filing Date” with the contact person listed above, using the Post and Bid Request form, DGS OHR 56 (Rev 03/2020). The employee with the greatest amount of continuous permanent full-time statewide seniority in the class (regardless of department) shall be selected over other employees and notified of start date. If no eligible bidders accept the job offer, then the selection criteria above in “Who May Apply” will be utilized.

***Pending DOF Approval** (for reclass or any positions requiring DOF approval, language must be added on the JC and programs are not authorized to make job offer until C&P verifies and provides approval.)