



SEASONAL CLERK
California Correctional Health Care Services

VIRTUAL FILE-IN PERSON
OCTOBER 24, 2014
INTERNET APPLICATION PROCESS

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Position Information

Positions currently exist with the California Correctional Health Care Services at:

- California Medical Facility in Vacaville, California

Seasonal Clerks, under supervision in a temporary position, work on an intermittent basis and are limited to working a maximum of 1500 hours per year. Seasonal Clerks perform simple repetitive clerical work such as receiving, opening, time stamping, sorting and distributing mail; stamping papers or other documents; sorting, distributing, and filing cards, letters, checks, and other documents; clipping and pasting of newspaper articles or other material; making simple arithmetic computations; filling in and sending out form and circular letters; looking up information; assisting in compiling and tabulating statistical data; operating copy machines or other office appliances; carrying, transporting, sorting, distributing, or processing bundles, boxes, and bags of mail, documents or other materials as part of clerical duties. All applicants not currently employed by the California Correctional Health Care Services may be subject to fingerprinting and an inquiry to the California Department of Justice to disclose criminal records.

Salary Information

Currently, as of July 1, 2014: \$1,591 - \$1,794 per month

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply:

The ability to read and write in English and to do simple arithmetic computations.

Special Personal Requirements: Aptitude and willingness to perform simple clerical work, follow a prescribed routine, maintain personal neatness, and follow directions. Appointment to some positions may require the ability to type.

CalWORKs Information

Any person currently receiving state public assistance under the CalWORKs program and who meets the minimum qualifications for any civil service position that is described as a seasonal or entry-level nontesting class shall be given priority consideration. In order to receive priority consideration, you must submit proof of your participation in the CalWORKs program. Information about CalWORKs and applications are available at your local Employment Development Department (EDD) office.



Seasonal Clerk

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
inmate-patients of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

CalWORKs Information (Continued)

Proof of CalWORKs participation may include your most recent notice showing Temporary Assistance for Needy Families (TANF) eligibility or a copy of your last aid check stub. (Applicants may obtain verification from the CalWORKs program or the County Welfare department.)

Participation in a seasonal or entry-level nontesting class vacancy by a public assistance recipient shall be voluntary only, and in no event shall any person be subject to sanctions, through loss of benefits or eligibility, for not applying for, accepting, or continuing in such a position.

Applicants not receiving CalWORKs assistance are eligible to be considered for vacancies as long as the minimum qualifications are met.

How to Apply

The minimum qualifications assessment will be available on the internet on **Friday, October 24, 2014 only**. Applicants must establish or have established an applicant profile with California Correctional Health Care Services, provide contact information, and complete the minimum qualifications assessment. On **October 24, 2014**, between the hours of **8:00 a.m. – 5:00 p.m., Pacific Time**, you may apply and take the minimum qualifications assessment on the internet by connecting to the link below:

http://cphcs.hodesiq.com/bl_joblist.asp

Please allow a sufficient amount of time, approximately 15 - 45 minutes to complete the assessment process before the 5:00 p.m. deadline. All minimum qualification assessments NOT completed by the 5:00 p.m. deadline will not be accepted for any reason.

If you have never established an applicant profile with the California Correctional Health Care Services, please see pages 3 and 4 of this bulletin to learn how to establish a profile. If you want to establish your profile prior to taking the minimum qualifications assessment on October 24, 2014 to expedite the process, you may do so.

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

For additional questions or concerns, please call 916-691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:
Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929



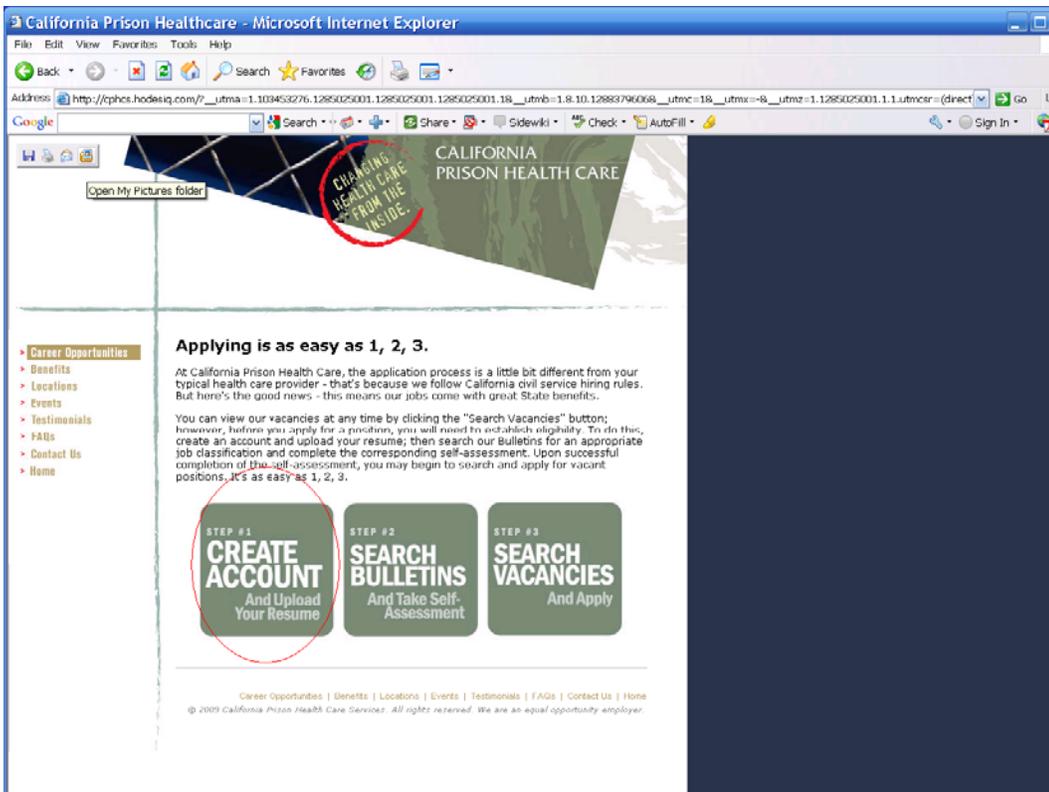
HOW TO CREATE AN APPLICANT PROFILE

California Correctional Health Care Services **strongly** recommends you establish an applicant profile **prior** to the assessment date to expedite the process.

Step One:

Please go to the following link: www.changingprisonhealthcare.org.

Click on "CREATE ACCOUNT and Upload Your Resume".



The screenshot shows a Microsoft Internet Explorer browser window displaying the California Prison Healthcare website. The address bar shows a URL with tracking parameters. The website header includes the text "CALIFORNIA PRISON HEALTH CARE" and a logo with the slogan "CHANGING HEALTH CARE FROM THE INSIDE". A navigation menu on the left lists: Career Opportunities, Benefits, Locations, Events, Testimonials, FAQs, Contact Us, and Home. The main content area features the heading "Applying is as easy as 1, 2, 3." followed by a paragraph explaining the application process. Below this, three steps are outlined in green boxes: STEP #1 CREATE ACCOUNT And Upload Your Resume, STEP #2 SEARCH BULLETINS And Take Self-Assessment, and STEP #3 SEARCH VACANCIES And Apply. The first step is circled in red. At the bottom, there is a footer with navigation links and a copyright notice: "© 2009 California Prison Health Care Services. All rights reserved. We are an equal opportunity employer."



Step Two:

Complete the registration form and click "Send".

California Prison Health Care Services Career Site - Microsoft Internet Explorer

Address: http://cphcs.hodestq.com/apply_profile.asp?PageMode=REGISTER

Enter a Password Hint:
This hint will be used to help remember your password:(e.g., What's my pet's name?)

Contact Information

Upload Resume

Legal First Name:

M.I.:

Legal Last Name:

(One contact phone [home or work] number is required)

Home Phone: Best Time to Contact:

Work Phone: Ext.: Best Time to Contact:

Mobile Phone:

Email:

Address:

City:

State:

Zip/Postal Code:

Country:

My Resume

In addition to your career profile we request you include an updated resume. Please cut and paste one in the space below. If you do not have a resume, please type "None" in the space.

It will be stored for your easy access when you return to our site.

SEND