



**Seasonal Clerk**  
**California Correctional Health Care Services**

**VIRTUAL FILE-IN PERSON**  
**AUGUST 14, 2015**  
**INTERNET APPLICATION PROCESS**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.*

**Position Information**

Positions currently exist statewide with the California Correctional Health Care Services (CCHCS). Separate hiring pools will be established based on the locations selected during the application process.

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 CCHCS 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  
patient-inmates 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 is available on the internet on **Friday, August 14, 2015 only**. Applicants must establish or have established an applicant profile with CCHCS, provide contact information, and complete the minimum qualifications assessment. On **August 14, 2015**, 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](http://cphcs.hodesiq.com/bl_joblist.asp)

**Please allow a sufficient amount of time, approximately 15 – 30 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 CCHCS, 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 August 14, 2015 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 exam date to expedite the process.

**Step One:**

Please go to the following link: [www.changingprisonhealthcare.org](http://www.changingprisonhealthcare.org)

Click on the "CREATE ACCOUNT and Upload Your Resume."

**Applying is as easy as 1, 2, 3.**

At California Prison Health Care, the application process is a little bit different from your typical health care provider - that's because we follow California civil service hiring rules. But here's the good news - this means our jobs come with great State benefits.

You can view our vacancies at any time by clicking the "Search Vacancies" button; however, before you apply for a position, you will need to establish eligibility. To do this, create an account and upload your resume; then search our Bulletins for an appropriate job classification and complete the corresponding self-assessment. Upon successful completion of the self-assessment, you may begin to search and apply for vacant positions. It's as easy as 1, 2, 3.

**STEP #1**  
**CREATE ACCOUNT**  
And Upload Your Resume

**STEP #2**  
**SEARCH BULLETINS**  
And Take Assessment

**STEP #3**  
**SEARCH VACANCIES**  
And Apply

Please click on "CREATE ACCOUNT..."

- > Job Search
- > **Area of Opportunities**
  - Allied Health
  - Dental
  - Executive
  - LVN
  - Mental Health
  - Nursing
  - Pharmacy
  - Physician & Mid-Level
  - Psych Tech
- > Benefits
- > Locations
- > Events
- > What's New
- > Testimonials
- > FAQs
- > Contact Us
- > Home



**Step Two:**

Complete the registration form and click "Send."

**Contact Information**

- 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:

Choose a frequently used email account that you access often. Should you need to reset your password, the instructions to gain access to your account are sent to this email.

- Email:
- Address:
- City:
- State:
- Zip/Postal Code:
- Country:

**My Resume**

1. Click on "Upload Resume" and a pop-up window will open and allow you to select a file.

2. Select "Choose File" to upload a document from your computer that will be converted into a text file.

3. Press the "Upload" button. The pop-up window will close when finished.

• In addition to your career profile we request you upload a current resume. 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.

**Describe your professional interest**

• Please select one career category which best describes your professional background

- Administrative
- Dental
- Executive
- Health Care Support
- Imaging
- Information Technology
- Laboratory
- Mental Health
- Nursing
- Nutrition
- Pharmacy
- Physician
- Mid-Level
- Rehabilitation & Therapy

Click "Send" when finished creating your profile.