

CHAPTER 10
NONUNIFORMED CLASSIFICATIONS

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CHAPTER 10

NONUNIFORMED CLASSIFICATIONS

1. INTRODUCTION.

a. When necessary, field Division recruiters are responsible for seeking qualified candidates for nonuniformed classifications. To best fulfill this responsibility, recruiters should be familiar with available positions, the examination process, and the selection process for nonuniformed positions.

b. This chapter explains the responsibilities for departmental recruitment personnel pertaining to nonuniformed recruitment. It also provides a brief overview of job vacancy announcements, the hiring process, and other resources available to assist with nonuniformed recruiting.

2. ROLES AND RESPONSIBILITIES.

a. Recruitment for nonuniformed classifications is coordinated through the Selection Standards and Examinations Section (SSES) Examinations Program in Personnel and Training Division (PTD), the departmental Recruitment Program coordinator, and field Division recruitment personnel.

b. The SSES oversees and monitors the delegation and decentralization of testing. The SSES informs the departmental Recruitment Program coordinator of nonuniformed hiring needs and develops an annual list of anticipated testing by classification, date, and location for distribution to Divisions.

c. The departmental Recruitment Program coordinator will assist and support nonuniformed recruitment efforts as follows:

(1) Provide technical assistance to field Division recruiters as necessary.

(2) Facilitate communication of nonuniformed testing practices between the field Divisions and SSES.

(3) Develop and coordinate the production of nonuniformed recruitment advertising materials.

d. The field Division recruitment coordinator is responsible for the following:

(1) Procurement of necessary equipment and staffing, as needed, for recruitment and testing to fill nonuniformed positions.

(2) Authorization of nonuniformed recruitment advertising expenditures.

(3) Assisting SSES in obtaining site locations for written and oral examinations, and when necessary, providing assistance for special testing arrangements.

e. Field Division recruiters' responsibilities include:

(1) Providing essential recruitment materials to Area offices.

(2) Developing and maintaining close liaison with community-based organizations for the purpose of recruitment.

3. NONUNIFORMED RECRUITMENT TECHNIQUES.

a. Many of the techniques described in Chapter 3, Recruitment Strategies and Resources, of this manual, are easily adapted for use in nonuniformed recruitment.

b. While many of the resources used in uniformed recruitment can also be used for nonuniformed recruitment, recruiters should not limit themselves to these resources.

(1) Depending on the job classification, recruiters can contact or visit trade schools and other training institutions to locate qualified candidates. In addition, there are departments and agencies willing to assist with the Department's recruitment efforts in nonuniformed classifications.

(2) Recruiters should be resourceful and receptive to new ideas when developing nonuniformed recruitment campaigns.

(3) Nonuniformed positions do not have the same minimum qualifications as Cadet, CHP. Therefore, recruiters should review the qualifications for the position and consider recruitment venues other than those targeted for Cadet, CHP.

4. NONUNIFORMED HIRING OVERVIEW.

a. Examinations are administered by SSES.

b. Division recruiters may assist with the following examination tasks:

(1) Recruitment.

(2) Orientation.

(3) Securing written test sites.

(4) Securing interview test sites.

- (5) Arranging for State Service Representatives.
 - (6) Serving as examination proctors.
- c. A basic overview of nonuniformed hiring procedures is as follows:
- (1) There are two types of examinations provided by the California Department of Human Resources (CalHR) to fill positions for the CHP.
 - (a) Statewide: These examinations, as well as job openings, are offered statewide.
 - (b) Spot: These examinations are given in a specific geographic location, city, or county.
- NOTE: For additional information, review Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 2, Nonuniformed Hiring and Appointments.
- (2) The examination bulletin is used to announce an examination and provide a brief synopsis of the position. The SSES is responsible for examination bulletin distribution.
 - (a) Recruiters should ensure field commands and State Employment Development Department offices in their respective Division receive an adequate supply of examination bulletins for posting.
 - (b) All examination bulletins contain details specific to the classification, and are excellent resources for both the recruiter and job seeker.
 - (c) A Communications Network (Comm-Net) message is sent to "All Commands" announcing the release of each promotional examination bulletin. This procedure is meant to alert interested persons and eliminate the possibility of employees being excluded from examinations due to distribution errors. The Comm-Net message and examination bulletin are typically released on the same day. These Comm-Net messages can also be located under the Job Opportunities & Exams tab on the CHP Intranet site.
- d. Classification Specifications. Nonuniformed candidates may request additional information regarding the classification other than what is found in the examination bulletin. Recruiters should refer those candidates to PTD, Cadet Hiring and Recruitment Section, Recruitment Unit, at (916) 843-3275.

5. APPLYING FOR STATE EMPLOYMENT EXAMINATIONS.

a. Applications for state employment are accepted once the examination bulletin is released.

b. The STD. 678, Examination/Employment Application (Rev. 7-2019) is the standard application used to apply for all state employment and promotional examinations:

(1) The examination bulletin will advise candidates where to send the application, or whether they must file in person, as well as the final filing date. Late applications are not accepted.

(2) Once the STD. 678 is received, those candidates who meet the minimum qualifications will be notified as to the date, time, and location of the examination. Candidates not meeting the minimum qualifications will also be notified and provided an explanation as to the reason their application was not accepted.

6. TESTS AND CERTIFICATES FOR PROFICIENCY IN TYPING. Candidates for entry level classifications which have a typing requirement must present an official typing certificate that meets or exceeds the typing standard prior to being hired from the employment list. In accordance with CalHR policy, typing certificates are valid for four years from the date of issue. All typing standards are based on net typing speed. Typing certificates for clerical positions may be required by the hiring authority.

7. FREQUENCY OF PARTICIPATION IN CONTINUOUS FILE EXAMINATIONS. A nonuniformed candidate may be tested only once during any consecutive 24-month period. Candidates can have eligibility on one list and that list shall be at the location where the spot examination was administered.

8. NONUNIFORMED HIRING RESOURCES.

a. The CalHR has two resources which are extremely helpful to both recruiters and individuals who are seeking state employment opportunities:

(1) The CalHR contact center line can be called from any touch-tone telephone by dialing (866) 844-8671.

(2) The CalHR Web site (www.calcareers.ca.gov) can be accessed via the Internet or CHP Intranet site. The STD. 678 may be accessed and downloaded from the CalHR Web site.

b. Highway Patrol Manual 10.3 describes, in detail, nonuniformed hiring practices.

Recruiters should become familiar with HPM 10.3 in order to assist in local nonuniformed recruitment. The following is a list of topics and associated chapters which a recruiter may find helpful:

- (1) Highway Patrol Manual 10.3, Chapter 1, Departmental Examinations: explains the examination process for various classifications used within the CHP.
- (2) Highway Patrol Manual 10.3, Chapter 2: includes information regarding filling vacant nonuniformed positions.
- (3) Highway Patrol Manual 10.3, Chapter 6, Salaries: provides salary ranges for nonuniformed positions.
- (4) Highway Patrol Manual 10.3, Chapter 7, Probationary Periods: defines probationary periods for departmental employees.

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