CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Now Hiring!

Work with a Purpose. Make a difference in the lives of Californians on a daily basis.

CDSS is committed to our employees' growth and encourage career advancement. We offer our employees competitive benefits, including:

- *Medical and Retirement Plans*
- *Paid Leave and Holidays*
- *Professional Development & Training*

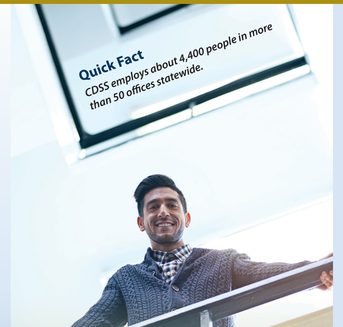
CDSS programs serve nearly eight million people. The Department has a wide variety of career opportunities for you.

Budgeting
Attorney
Accounting
Administrative Law Judge
Research
Policy Analyst
Information Technology
Legislation
Social Work
Disability Issues
Public Relations
Foster Care
Childcare
California Work Opportunity and Responsibility to Kids
Assisted Living
CalFresh

Locations Where You Could Work

CDSS offices are located in the following areas:

- Los Angeles
- Oakland
- San Jose
- Fresno
- Orange County
- San Diego
- Sacramento
- San Bruno
- Chico
- Rohnert Park
- Riverside
- Santa Barbara



cdss.ca.gov/jobs

Five Easy Steps to Employment

1. Go to the Website: cdss.ca.gov/jobs

Go to cdss.ca.gov/jobs to create your profile and complete the State application. A State application is required to apply for all State exams and job vacancies. Once you have completed your profile and application, you may apply for available exams.

2. Take a State Qualification Exam

Next, look around at the current jobs available on cdss.ca.gov/jobs. Once you find one or more jobs that might interest you, sign up to take the exam for those positions. To find available exams go to **cdss.ca.gov/exams**.

Some exams require you to submit a State application prior to taking the exam. If you meet the minimum qualifications, you will be notified of the date, time and location of your examination.

Many exams are offered online using an assessment questionnaire. These examinations do not require a State application before taking to exam.

Once you have successfully completed an exam, you'll be placed on an eligibility list.

3. What's an Eligibility List?

Once you've passed the examination your score is placed on an eligibility list which is divided into ranks which determine the order applicants are considered. Your name remains on the eligibility list until you are hired in that classification or the list expires.

If you take your exam online, you will immediately be scored and ranked when you finish the exam. Always print out your examination results.

4. Almost Done

Once you have completed an examination and are ranked on an eligibility list, there are several ways to complete your application for a specific job.

Look again at the CDSS job vacancies posted at **cdss.ca.gov/jobs**. Find the job(s) that you're interested in and follow the instructions on how to apply for that job.

Now that you are ranked on a list you may also receive contact letters from the Department asking if you're interested in particular jobs. If you are, simply reply and follow the instructions.

You can also sign up for e-mail alerts with the e-notify system to be alerted when job vacancies are added in the classification(s) in which you are eligible.

5. This is it

The hiring interview is designed to identify the best candidate for the job. Before you go to an interview you should familiarize yourself with the Department's programs and the specific area in which you'd be working. Ask for a copy of the "Duty Statement" which explains the duties specific to the job you are applying for.

The Department always strives to hire the most qualified candidate reachable on the eligibility list.

Congratulations and welcome to CDSS!

Our Mission

The mission of the California Department of Social Services (CDSS) is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

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.

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Health and Human Services Agency
Department of Social Services
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TDD 1-800-735-2929

cdss.ca.gov/jobs

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