

## WHAT'S YOUR TICKET?

**CSLB is currently recruiting for the following positions:**

- Enforcement Representative I
- Test Validation and Development Specialist I & II

**We also employ staff in a range of other state classifications, including:**

- Office Technician
- Office Assistant
- Program Technician
- Customer Services Representative
- Associate Governmental Program Analyst
- Staff Services Analyst
- Staff Services Manager
- Information Officer
- Various Information Technology Classifications



## JOIN A GREAT TEAM AT THE CONTRACTORS STATE LICENSE BOARD

### **Holiday, vacation, and sick pay**

*(After completion of specified hours of State service)*

### **Potential for increased pay**

*(After completion of specified hours of State service and/or units)*

### **Opportunity for advancement**

### **Flexible hours**

### **Free parking and convenient locations**

*(Headquarters off Highway 50 and Bradshaw Rd.)*

### **Collegial environment**

*You don't need to be a licensed contractor or have a construction background to build a successful career with CSLB*

## MORE ABOUT CSLB

CSLB is a semi-autonomous board within the state's Department of Consumer Affairs. Our mission is to protect consumers by regulating the construction industry through policies that promote the health, safety, and general welfare of the public in matters relating to construction.

### **CSLB accomplishes this by:**

- Ensuring that construction is performed in a safe, competent, and professional manner;
- Licensing contractors and enforcing licensing laws;
- Requiring licensure for any person practicing or offering to practice construction contracting;
- Enforcing the laws, regulations, and standards governing construction contracting in a fair and uniform manner;
- Providing resolution to disputes that arise from construction activities; and
- Educating consumers so they can make informed choices.

### **Want to learn more about CSLB opportunities?**

Drop us an email ([quality.assurance@cslb.ca.gov](mailto:quality.assurance@cslb.ca.gov)) or call (916) 255-1782. You can also learn more about us at [www.cslb.ca.gov](http://www.cslb.ca.gov).



#### **CONTRACTORS STATE LICENSE BOARD**

P.O. Box 26000  
Sacramento, CA 95826-0026  
1-800-321-CSLB (2752)  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

DEPARTMENT OF CONSUMER AFFAIRS

13P-087/0216

## Build a Rewarding Career Protecting California Consumers



**CONTRACTORS STATE LICENSE BOARD**

Department of Consumer Affairs





# YOUR FUTURE IS WAITING HERE

The Contractors State License Board (CSLB) is one of the nation's leading consumer protection agencies. Since 1929, CSLB has been responsible for regulating California's construction industry.

That's a huge responsibility, and a huge opportunity for you.

CSLB is staffed by more than 400 people at its headquarters in Sacramento, and at field offices and test centers around the state. Here is a sample of some of the career opportunities available at CSLB:

## Administration

- Human Resources
- Purchasing & Business Services
- Mailroom
- Warehouse
- Document Management
- Cashiering

## Licensing/Testing

- Call Center
- Public Counter
- Application & License Renewal
- Criminal Background Unit
- Exam Development
- Exam Administration

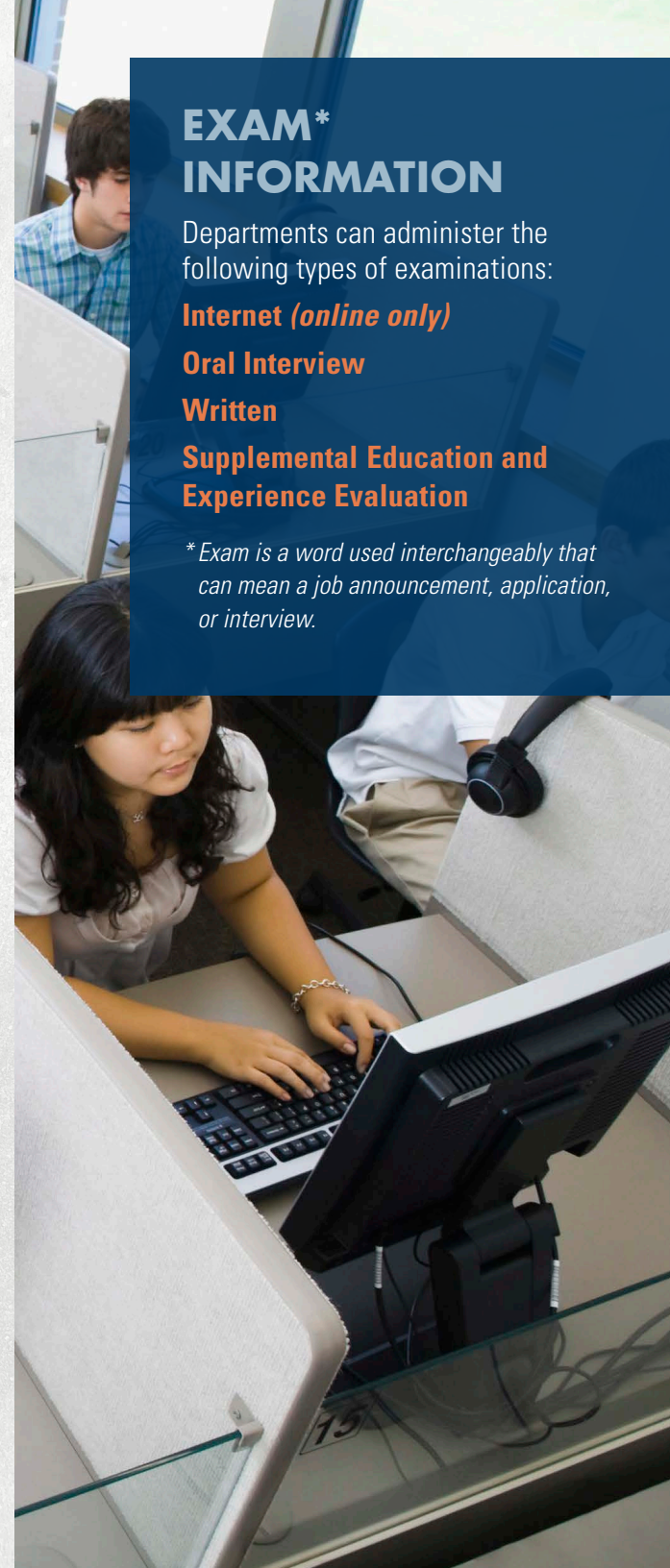
## Enforcement

- Consumer Complaint Intake and Mediation
- Investigators
- Proactive Unlicensed Contractor Unit
- Peace Officers

## Public Affairs

- Writing and Publications Production
- Video Production
- Graphic Design
- Web Communications
- Media Relations

**A variety of Student Assistant and Graduate Student Assistant opportunities are also available.**



## EXAM\* INFORMATION

Departments can administer the following types of examinations:

**Internet (online only)**

**Oral Interview**

**Written**

**Supplemental Education and Experience Evaluation**

*\* Exam is a word used interchangeably that can mean a job announcement, application, or interview.*

## TYPES OF STATE EXAMINATIONS

### Multi-Departmental Open

All departments listed can hire from the eligible list of candidates

### Open

Applicants with the minimum qualifications can apply

### Open / Spot

List established to fill positions in specific geographical locations

### Service-Wide

List established to fill positions throughout the state

### Promotional

For current, permanent civil service State employees

## TYPES OF FILINGS FOR AN EXAM

### Continuous

Testing department will accept applications on a continuous basis

### File-in-Person

Hand-deliver applications between the periods stated in the exam bulletin

### Supplemental Application

Set of questions given by the department that has posted the exam

### Final Filing Date

Date that the application must be postmarked to be accepted

## 8 STEPS TO STATE SERVICE

- 1 Visit [www.jobs.ca.gov](http://www.jobs.ca.gov)**
- 2 Create a Profile**  
This is accomplished on the [jobs.ca.gov](http://jobs.ca.gov) website and remains in the state Department of Human Resources database.
- 3 Complete a State Application Form**  
Provide current, detailed information—this will be used to determine if you meet the minimum qualifications.
- 4 Look for Exam Bulletins**  
Search by key words on [www.jobs.ca.gov](http://www.jobs.ca.gov). To view all current exam postings, enter the letter "a" and click on the search button.
- 5 Apply for the Exam**  
Follow instructions about the necessary requirements.
- 6 Study for the Exam**  
Applicants who meet the minimum qualifications are notified of their acceptance to the examination, along with the examination date and time.
- 7 Take the Exam**  
Generally, applicants within the top three ranks are eligible for hire. Once you have taken and successfully passed an examination, you will be on the eligibility list.
- 8 Search and Apply for Job Vacancies**  
In order to apply for vacant positions, you must have taken and passed the exam and be in the top three ranks.

