



MEMORANDUM

Date: December 24, 2015
To: Department HR Teams
From: Gina Forman, Manager
ECOS Project
Subject: ECOS Phase 3A & CalCareer Account Implementation Details - UPDATED

The California Department of Human Resources (CalHR) is pleased to announce the upcoming release of CalCareer Account and implementation of Phase 3A (P3A) for the Examination and Certification Online System (ECOS) Project on January 15, 2016. The implementation will require a transition period beginning on December 31, 2015, ending by midday January 15, 2016. The transition period is further divided into 3 stages:

1. Dusk Days: 12/31/15, 5:00PM – 1/6/16, 11:00AM
2. Twilight Days: 1/6/16, 11:01AM – 1/12/16, 5:00PM
3. Dark Days: 1/12/16, 5:01PM – 1/14/16, 5:00PM

Further details of each stage is outlined in Attachment A. Below are the outlined responsibilities of each Department as a part of implementing P3A for ECOS.

Departmental User Preparation Tasks

- A. Familiarize yourself with the implementation activities outlined in this memo.
 - Attachment A: Implementation Timeline
 - Attachment B: Applicant Information
- B. Accommodate the inability to create a cert during the Dusk Days by creating all Cert Lists needed to meet your hiring needs during that period of time.
- C. Accommodate the inability to create Contact Letters during the entire transition period (12/31/15 COB – 1/15/16) by creating all Contact Letters needed to meet your hiring needs during that period of time.
- D. Ensure your Exam Bulletins accommodate the Dark Days.

- E. Ensure your Job Vacancy Postings accommodate the Dark Days:
 - VPOS will no longer post vacancies to the public after 1/12/16.
 - Vacancies requiring additional advertisement days must be done via the ECOS Jobs Tab.
 - ECOS Jobs Tab will replace this functionality beginning 1/15/16.
- F. Attend the ECOS Jobs Tab Training and Workshop:
 - Registration details will be provided in late December.
 - Once registration is open, register for the training (2-3 hours).
 - Bring actual RPA Packages (1-3) from your Department.
 - Enter your first RPA Packages at the open house style workshop.
- G. Ensure all Job Controls (for vacancies and CEA/Exempt announcements) are entered and Job Postings published by 1/14/16 COB for Vacancy Announcements to be available to the public on 1/15/16.
- H. Ensure your CEA/EXEMPT JOB Postings accommodate the Dark Days:
 - The current CEA/EXEMPT bulletin system will no longer post CEA/EXEMPT advertisements to the public after 1/12/16.
 - ECOS Jobs Tab will replace this functionality beginning 1/15/16.

Please direct your questions to your assigned CalHR Analyst/Technician or email onlineconsult@CalHR.ca.gov with a subject line of "P3A".

Attachment A - ECOS P3A Implementation Timeline

Dusk Days

Begins on 12/31/15, 5:00 PM; and ends by 1/6/16, 11:00AM.

System	Status	Details
ECOS	Not Available	<ul style="list-style-type: none"> Will not be accessible
JOBS.CA.GOV	Available	<ul style="list-style-type: none"> Exam Bulletins continue feed from Legacy System Job Vacancy Postings continue feed from VPOS
LEGACY	Available	<ul style="list-style-type: none"> Accessible and not impacted

Twilight Days

Begins on 1/6/16, 12:00 PM; and ends on 1/12/16, 5:00PM

System	Status	Details
ECOS	Available	<ul style="list-style-type: none"> Phase 3A upgrades are released Departments may begin to enter Job Controls and submit Job Postings to prepare for revealing of CalCareer Account System on 1/15/16 <p>NOTE: Job Postings must be published by 1/14/16 COB to be revealed on 1/15/16</p>
	Not Available	<ul style="list-style-type: none"> Creating Contact Letters functionality
JOBS.CA.GOV	Available	<ul style="list-style-type: none"> Will remain up and not impacted Exam Bulletins continue feed from Legacy System Job Vacancies Postings continue feed from VPOS CEA/EXEMPT advertisements continue feed from Current CEA/EXEMPT Bulletin system
LEGACY	Available	<ul style="list-style-type: none"> Will remain up and not impacted
ECOS Jobs Tab Training	Offered	<ul style="list-style-type: none"> Provided on site at CalHR (Approx 2-3 hours) Several sessions will be offered each day Additional information on registration for this class is forthcoming (End of December)
ECOS Workshop	Offered	<ul style="list-style-type: none"> Offered each day on site at CalHR. Available to individuals who have completed the ECOS Jobs Tab Training An open house style computer lab environment at CalHR Designed to allow Department HR Team members to apply their training in preparing their actual Job Vacancies Advertisement (Job Postings) to begin on 1/15/16.

Dark Days

Begins on 1/12/16, 2:00 PM; and ends by 1/15/16, 10:00AM.

System	Status	Details
ECOS	Available	<ul style="list-style-type: none"> Phase 3A upgrades are released Departments may begin to enter Job Controls and submit Job Postings to prepare for revealing of CalCareer Account System on 1/15/16 <p>NOTE: Job Postings must be published by 1/14/16 COB to be revealed on 1/15/16</p>
	Not Available	<ul style="list-style-type: none"> Creating Contact Letters functionality
JOBS.CA.GOV	Not Available	<ul style="list-style-type: none"> Impacts advertisement periods for Exams and Jobs. Neither 1/13 or 1/14 count towards advertisement periods.
LEGACY	Available	<ul style="list-style-type: none"> Will remain up and not impacted
ECOS Jobs Tab Training	Offered	<ul style="list-style-type: none"> Provided on site at CalHR (Approx 2-3 hours) Several sessions will be offered each day Additional information on registration for this class is forthcoming (End of December)
ECOS Workshop	Offered	<ul style="list-style-type: none"> Offered each day on site at CalHR. Available to individuals who have completed the ECOS Jobs Tab Training An open house style computer lab environment at CalHR Designed to allow Department HR Team members to apply their training in preparing their actual Job Vacancies Advertisement (Job Postings) to begin on 1/15/16.

NOTE: JOBS.CA.GOV will go down at 2:00 PM on 1/12/16.

NOTE: ECOS may be down intermittently during standard non-business hours (5:00 PM – 8:00 AM) from 1/12/16 – 1/15/16.

Attachment B - Applicant Information regarding ECOS P3A Implementation

ANNOUNCEMENT

CalCareer Account is coming on January 15, 2016! The JOBS.CA.GOV Website will be unavailable January 12, 2016 2PM - January 15, 2016 10AM! Be prepared and know what you need to do! Read all about it!

WHAT is Happening

In preparation of releasing the new CalCareer Account, a majority of the CalHR Systems relating to State employment are going down 1/12 @ 2pm for modifications and will be fully operational by 1/15/16.

What it MEANS to you

When the JOBS.CA.GOV website is down for upgrades (1/12/16 @ 2:00 PM thru 1/14/16), unavailable items include:

- Job Vacancy Postings (VPOS)
- Exam Bulletins
- Internet exams administered by CalHR
- State App Profile Login

The State App Profile will no longer be accessible after 1/12/16 @ 2:00 PM. On 1/15/16, CalCareer will be launched to replace the State App Profile and provide applicants with many new tools for California State Government Employment. Some of the new CalCareer features available by 10:00 AM on 1/15/16 include:

- ◆ Ability to update your information
- ◆ Ability to review Eligibility Records and update Conditions of Employment (COE)
- ◆ Ability to receive Contact Letters electronically
- ◆ Ability to submit job applications electronically
- ◆ Ability to track job applications

ACTIONS Recommended for you to take

- 1) Access your State Application Profile to update any information you wish to be transferred over to the CalCareer Account system. Profiles accessed within the past 12 months will transfer over to the Cal Career Account system.
- 2) Beginning 1/15/16, access your CalCareer Account by using your old State Application Profile login and double check information and make any necessary corrections.
- 3) Beginning 1/15/16, review Applicant Tutorials to learn how to navigate through your new CalCareer Account.
- 4) If you do not have a State Application Profile that created a CalCareer Account, simply create a new account on or after 1/15/16.
- 5) Review Website periodically for updates.