



Applicant Guide



Contents

Introduction	2
Purpose	2
Accessing Online Job Opportunities	2
Job Search	4
Grid View	4
List View	4
Keyword Search	5
Switching Views	5
Sort Results	5
Filter Results	5
Multi-Page Search Results	6
Reviewing Job Opportunities	7
Job Postings	7
Detailed Job Information	7
Apply	7
Benefits	8
Supplemental Questions	8
Creating and Accessing your Account	9
Create your User Account	9
Access your User Account	9
Building your Profile	10
Using your Profile	12
Locating Job Applications	12
Other Website Features	13
Classification and Compensation	13
Job Specifications	13
Job Interest Notification	14
Job Search Tool Kit & Other Links	14
Contact Us	15
Social Media	16

Introduction

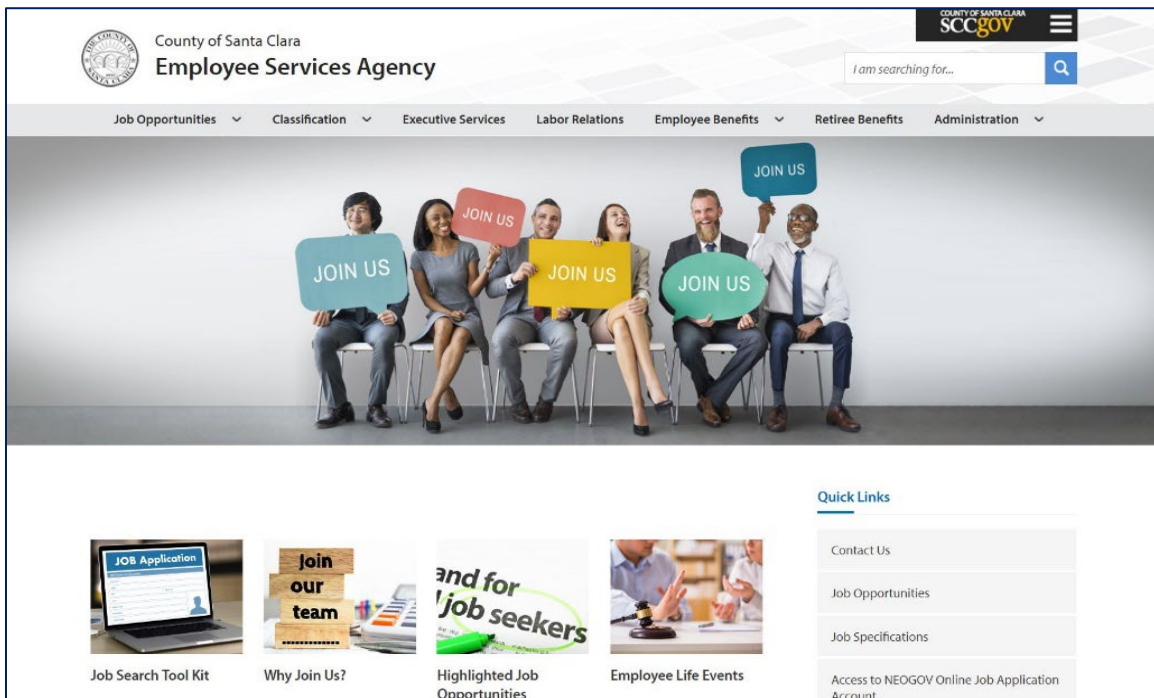
Purpose

This guide is to help applicants search for current jobs and create an applicant profile to apply for employment opportunities.

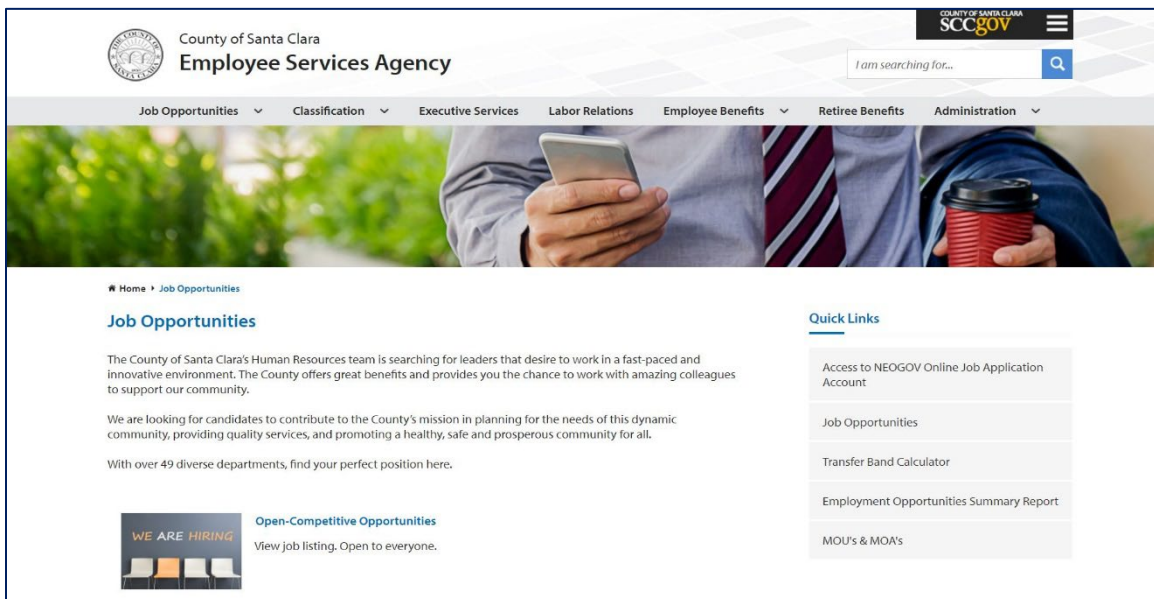
Accessing Online Job Opportunities

There are three methods to access the County of Santa Clara's current job opportunities.


1. Visit the Employee Services Agency Website (www.sccgov.org/sites/esa), click on *Job Opportunities* and select the drop down *Open-Competitive Opportunities*.



2. Click on the link *Open-Competitive Opportunities* on the Job Opportunities site.



3. Use the direct link: <https://www.governmentjobs.com/careers/santaclara>



Menu > OPEN-COMPETITIVE JOB OPPORTUNITIES Sign In

 County of Santa Clara

JOIN US JOIN US JOIN US JOIN US JOIN US

Q Search 63 jobs found Sort Filter

Assistant Public Health Officer, CCS, Maternal, Child and Adolescent Health

Throughout the County of Santa Clara, CA
Full-Time - \$146,432.00 - \$207,459.20 annually
Category: Health Services / Public Health / Medical

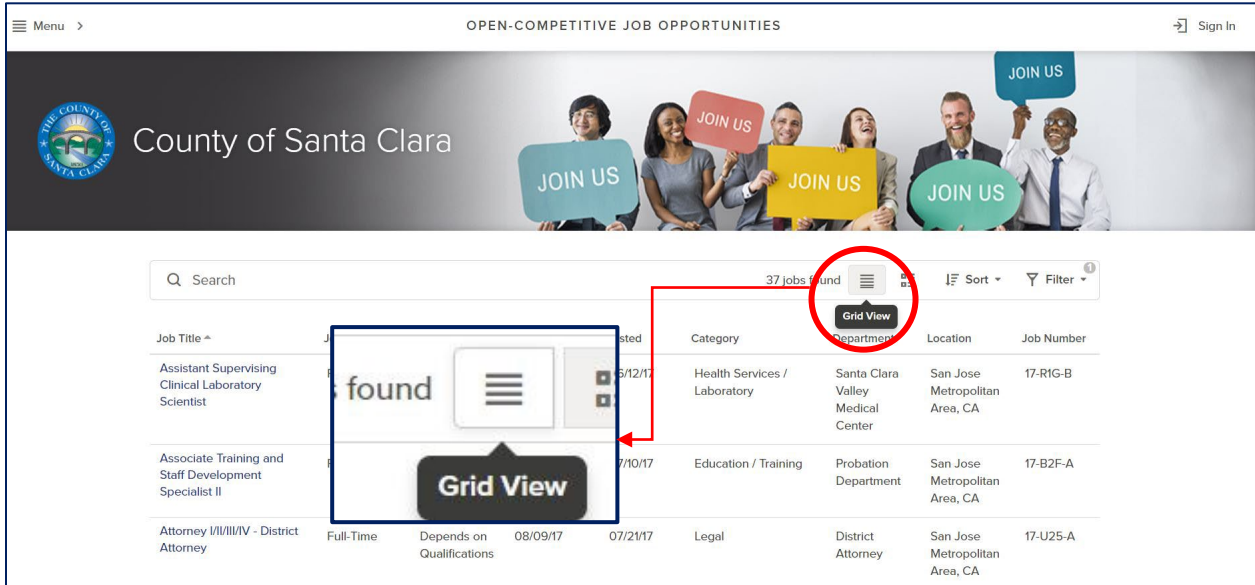
This primary role of this position is to serve as the Medical Director for the California Children's Services (CCS) Program. The position also provides oversight of the medical aspects of the Child Health and Disability Program (CHDP), the Maternal Child and Adolescent Health (MCAH) Program and other programs within the Maternal Child and Fa...

 Posted more than 30 days ago

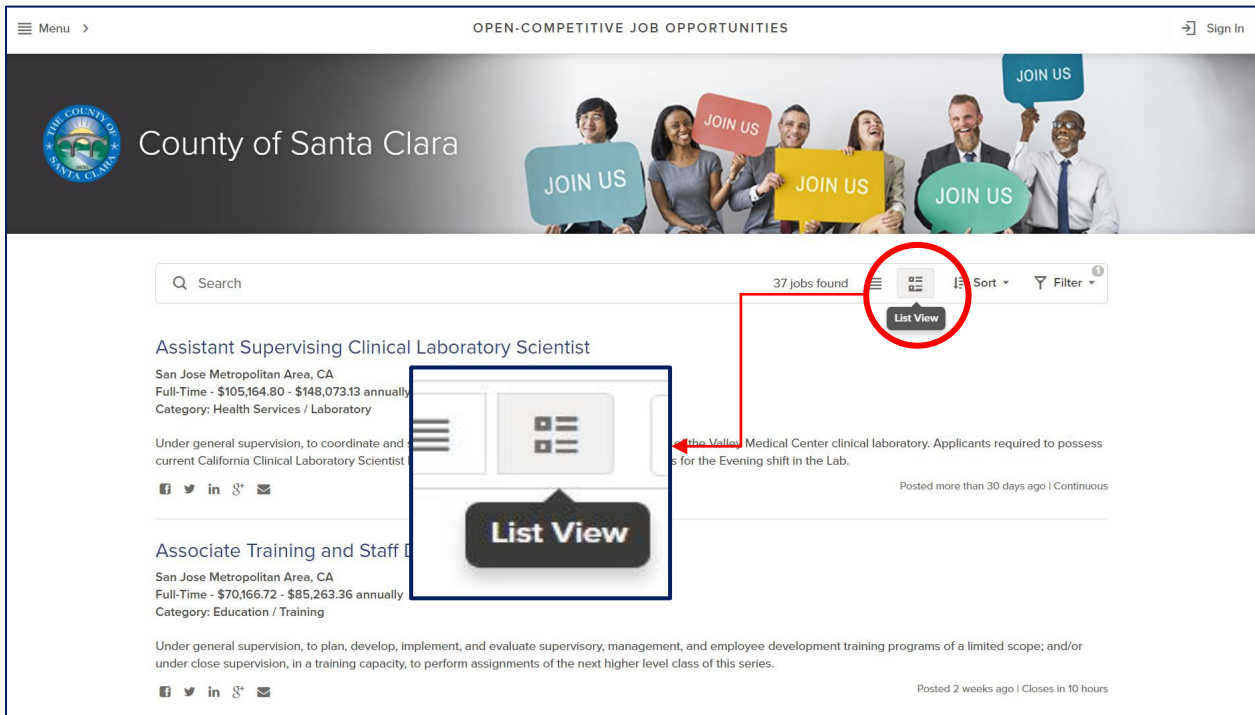
Job Search

Applicants can conduct searches for job opportunities to meet specific criteria. The search results will generate a list for current job opportunities that meet the input criteria either in a grid or list view. The list provides general information (e.g., position title, salary, department, etc.) for each opportunity. Key points regarding the sections on the page are described below.

Grid View



List View



Keyword Search

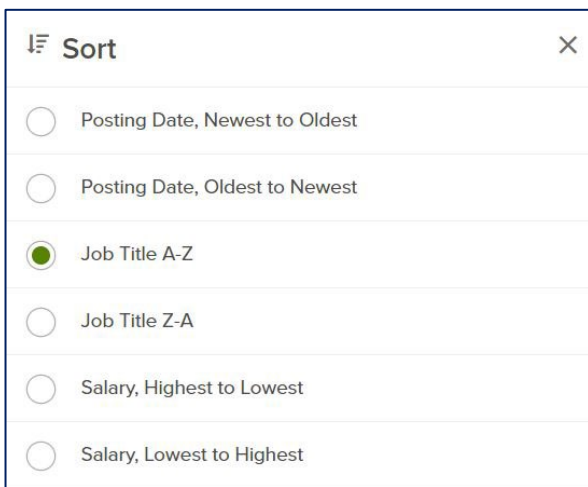
To conduct a keyword search, you can type a keyword(s) (e.g. office specialist, information systems, etc.) in the **Search** box and hit the Enter key. The number of jobs found will change according to the search.

Switching Views

Click on the Grid View or List View to switch how the results are displayed.

Sort Results

By default, jobs are listed in alphabetical order by Job Title. To change how jobs are displayed click on **Sort** (as shown below). Please note, only one Sort option can be selected at a time.



The screenshot shows a 'Sort' dropdown menu with a close button (X) in the top right corner. It contains six radio button options for sorting jobs:

- Posting Date, Newest to Oldest
- Posting Date, Oldest to Newest
- Job Title A-Z
- Job Title Z-A
- Salary, Highest to Lowest
- Salary, Lowest to Highest



The screenshot shows a 'Filter' dropdown menu with a close button (X) in the top right corner and a 'Reset All' link. It contains five filter categories, each with a right-pointing arrow:

- Location
- Department
- Job Category
- Estimated Annual Salary
- Exam Type

Filter Results

Filter to view only jobs selected using any one of the five Filter categories (as shown above). Filter by multiple options within a single Filter category (e.g., Under Job Category: Corrections; Counseling; Criminology) or filter for multiple filter areas simultaneously (e.g. Job Category and Department). To remove any filter(s), click **Reset All**.

Multi-Page Search Results

To view search results across multiple webpages, click on a page number shown at the bottom of the search results page. To advance to the next page (if any), click on **Next** located at the bottom of the page.

The screenshot shows a web application interface for job opportunities. At the top, there is a navigation bar with a 'Menu' icon, the text 'OPEN-COMPETITIVE JOB OPPORTUNITIES', and a 'Sign In' link. Below this is a search bar with the text '63 jobs found' and options for 'Sort' and 'Filter'. The main content area displays three job listings. The first listing is for a 'Clinical Audiologist - Extra Help' in the San Jose Metropolitan Area, CA, with an annual salary range of \$79,863.68 to \$96,624.32. The second listing is for a 'Clinical Dietitian-Extra Help' in the same area, with an annual salary range of \$80,735.20 to \$97,699.68. At the bottom of the page, there is a pagination control showing a sequence of numbers from 1 to 7, with '1' highlighted and a 'Next' button to the right. A red circle is drawn around the pagination controls. The text 'Showing items 1 - 10' is visible at the bottom right of the page.

Reviewing Job Opportunities

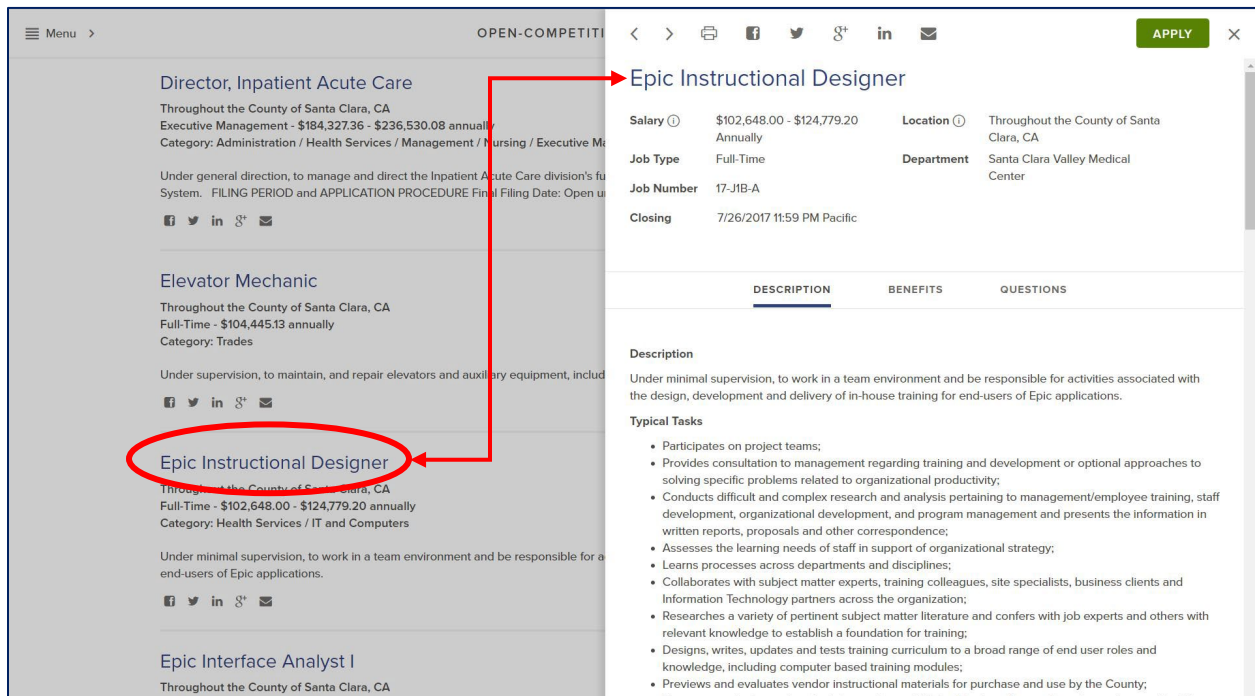
Job Postings

The following sections highlight portions of the job posting that pertain to the purpose of this guide. We encourage Applicants to review the job posting in its entirety for other purposes (e.g., understanding duties and knowledge and abilities, etc.) before submitting a job application.

Detailed Job Information

Click on the job title to view the official job posting that details important information such as typical tasks, requirements, department, salary, etc. When finished viewing the posting, close the window pane to return to the job search page.

The **Description** provides all of the information specific to the job opportunity. Typically the department, description, responsibilities, exam number, position information, and employment standards will be included in the posting.



Apply

Applicants **must** have access to e-mail and a user account to apply online. Notifications regarding your application will be sent via the e-mail address you indicate is your primary e-mail when creating your account. If you have not created or signed in to your user account, you will be prompted to login or create a user account when you click on **Apply**. If you are already signed in, you will be directed to your applicant profile.

Benefits

The **Benefits** tab provides information on all benefits offered by the County. **Click here to access** will redirect you to all of the County's Memoranda of Understanding. Benefits differ based on the classification's union.

Epic Instructional Designer

Salary ⓘ	\$102,648.00 - \$124,779.20 Annually	Location ⓘ	Throughout the County of Santa Clara, CA
Job Type	Full-Time	Department	Santa Clara Valley Medical Center
Job Number	17-J1B-A		
Closing	7/26/2017 11:59 PM Pacific		

DESCRIPTION	BENEFITS	QUESTIONS
<p>Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires who start on or after January 1, 2013 may be different than indicated in the union contracts.</p> <p>Click here to access all Memoranda of Understanding and most recent Summary of Changes.</p>		

Supplemental Questions

The **Questions** tab are supplemental questions that applicants are required to answer when applying for a job opportunity. Please note, answers to supplemental questions may be reviewed and scored in a Competitive Rating Evaluation process based on pre-determined rating criteria. Responses such as "see resume" or "see application" will deem your application incomplete. Vague and/or incomplete answers may result in zero or low scores in a competitive rating process.

Creating and Accessing your Account

Create your User Account

To create an account, click on the **Sign In** icon on the top right corner. Click on **Create one**.



Applicants will need an email address and create a Username and Password. Once completed, click **Create**. You can Sign In without creating another user account if you have previously created an account and/or applied via governmentjobs.com. Notifications regarding your application will be sent via the e-mail address you indicate is your primary e-mail when creating your account. To ensure that you receive all appropriate notifications, check your spam blocker/junk mail so that you can receive email from governmentjobs.com and the County of Santa Clara, otherwise the email notification may go into your junk mail folder.

Access your User Account

Once a User Account is created, access the account by logging in through the **Sign In** icon. If you do not remember your username or password, click **Forgot Username?** or **Reset Password**.

Once logged in, the username will be displayed on the upper right-hand corner.

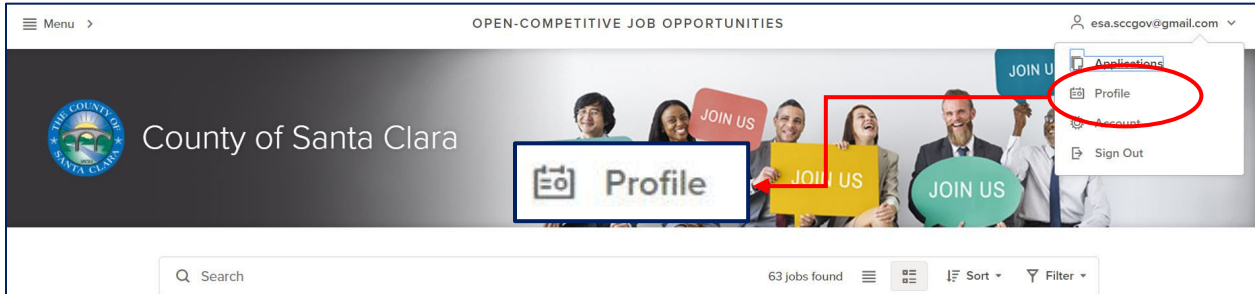


Applicant Profile

The applicant profile includes general information such as contact information, education, references, work history, etc. The following section provides information on how to build the applicant profile.

Building your Profile

Login, then click on the username icon, and select **Profile**.



To enter information, click on the respective tabs and enter or review the applicant profile information.

Info - Name, Mailing Address, Driver's License, Preferences

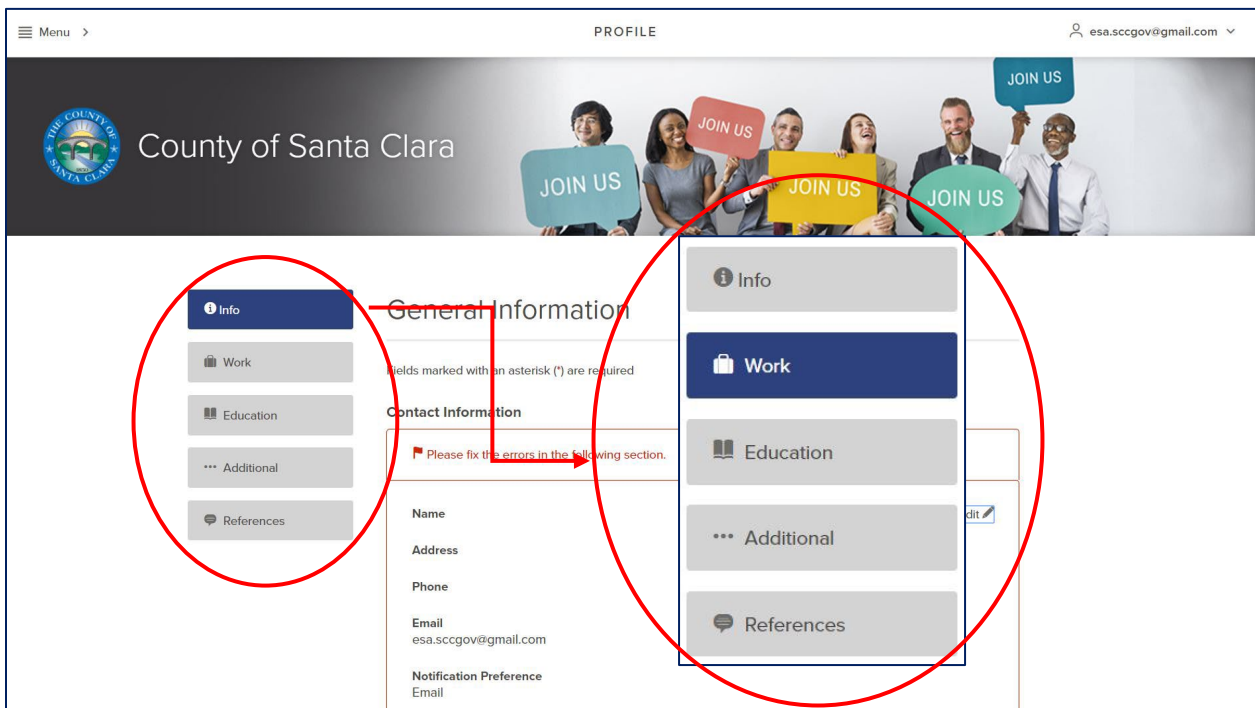
Work Experience - Job History

Education - Degrees

Additional Information - Certificates and Licenses

References - Professional Contacts

To make any changes, click on the corresponding tab and click edit on the right-hand corner of the window. Applicants can make changes to the profile at any time.



Note: Applicants have the opportunity to review and update the information for each tab prior to submitting the application. Once the initial applicant profile is completed, the initial information will be auto-generated for future applications.

Using your Profile

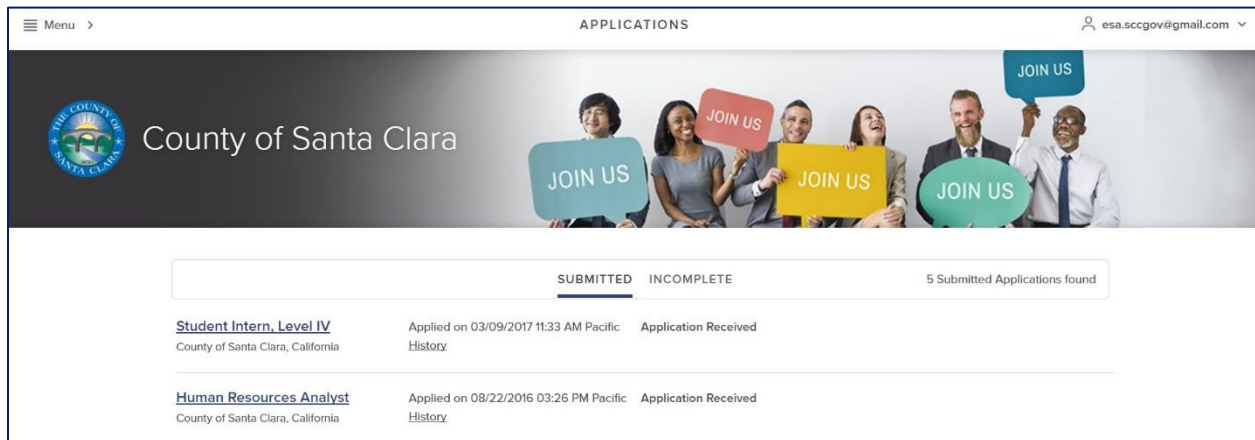
After the profile is created, all of the information will be saved to the user account for future use so applicants will not have to re-enter the information for each submitted application. When applying for a job, the system will generate the basic information from the saved applicant profile. The work experience will be extracted from the most recently submitted application, but the information can be modified at any time prior to submitting the application.

Locating Job Applications

To access the submitted and/or incomplete applications, click on **Applications** from the Username menu as shown below.



After applying for a job, the system will automatically save a copy of the submitted application. If you began an application but did not submit, the system will automatically save the incomplete job application under the **Incomplete** tab.

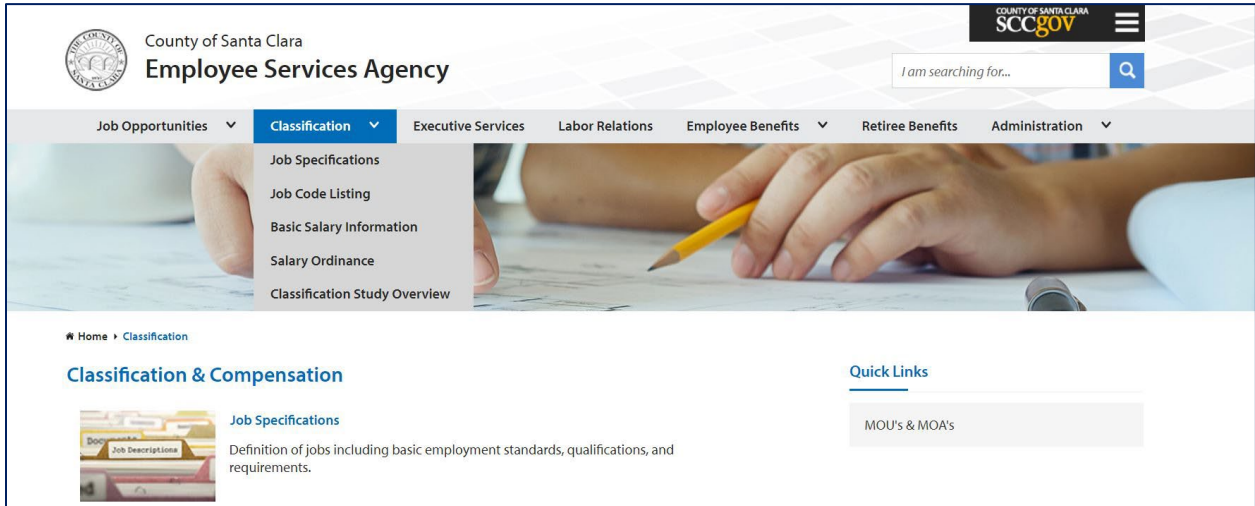


An unlimited number of job applications are saved. However, after the final filing date for a job posting, the incomplete application will be removed from the system.

Other Website Features

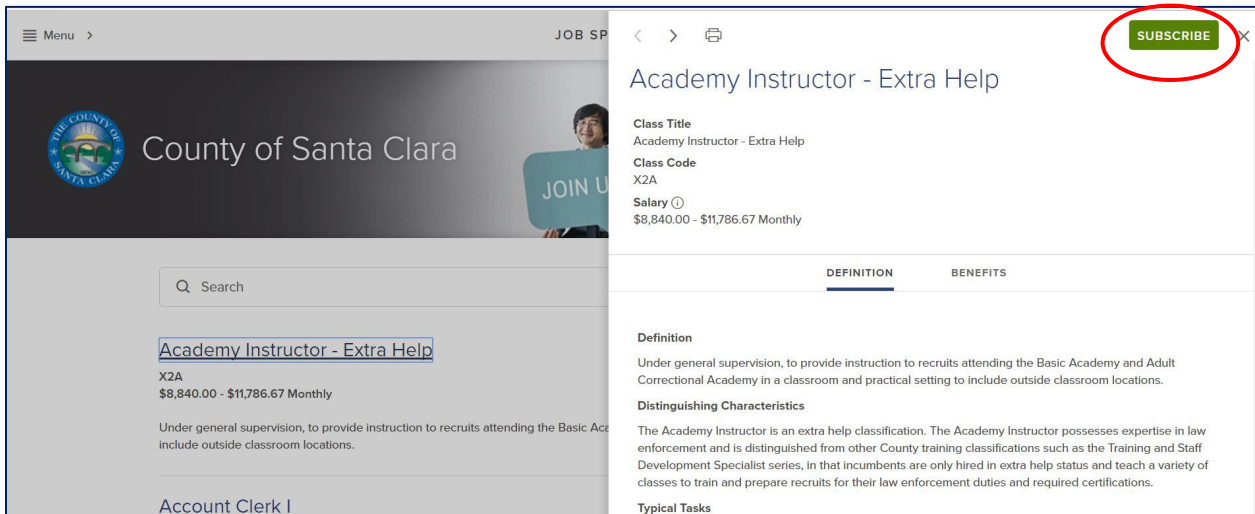
Classification and Compensation

These sections provide information regarding job specifications, basic salary information, etc with a quick link to the County’s Memorandum of Understandings (MOU) and Memorandum of Agreements (MOA).



Job Specifications

Displays all the job specifications for all classifications within the County of Santa Clara. Browse the job specifications to learn about the different classifications in the County including employment standards and typical tasks for each classification. To receive notifications for open competitive recruitments for specific classifications, click on the specific job title, and subscribe on the upper right hand corner. The subscription will last 12 months.



Job Interest Notification

To receive email alerts about specific recruitments, set up job interest notifications. The job interest notification page displays all job categories at the County. When an applicant subscribes, you will receive an email notification as soon as a job posting opens up that aligns with the selected interests. Subscribe to all categories or just specific categories. For additional information, a video tutorial is available on our [Job Search Tool Kit](#).

Menu > JOB INTEREST NOTIFICATION Sign In

County of Santa Clara

Place a check in the box next to each job category for which you would like to receive email notifications, click the 'Subscribe' button, fill out the information, and then click the 'Submit' button.
For next 12 months after you submit this form, you will receive an email notification each time a position opens with County of Santa Clara whose category matches one of the categories you've chosen.

0 Job Categories selected Select All Clear All Subscribe

<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports	<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services
<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit	<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and ...
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications	<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Services
<input type="checkbox"/> Construction Maintenance	<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling
<input type="checkbox"/> Criminology	<input type="checkbox"/> Custodial	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database Administration
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers	<input type="checkbox"/> Economic Development

Job Search Tool Kit & Other Links

These sections includes test preparation guides, videos and candidate's frequently asked questions. Additionally, there are other quick links that provide additional information regarding our team here at the County of Santa Clara.

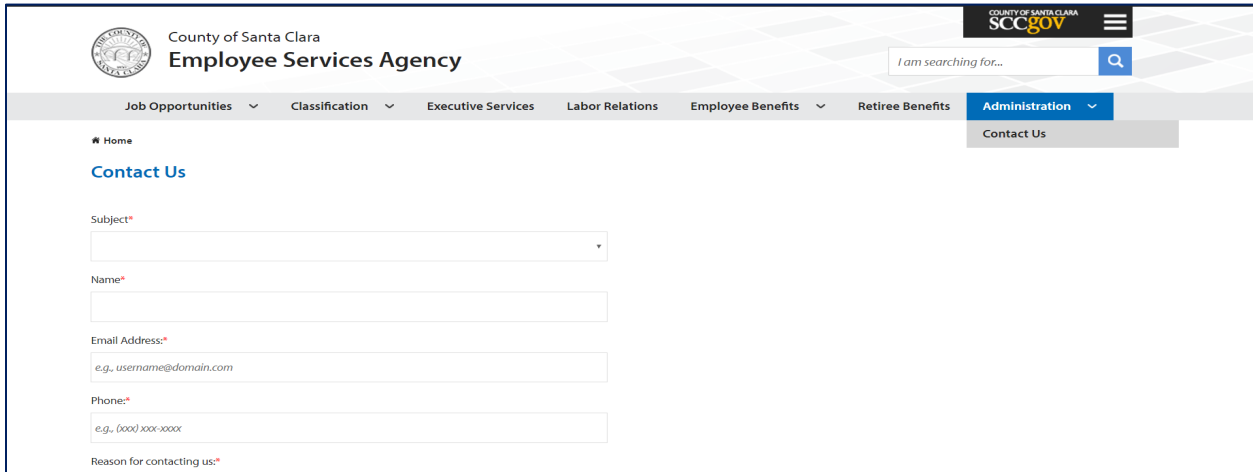
Job Search Tool Kit Why Join Us? Highlighted Job Opportunities Employee Life Events

Quick Links

- Contact Us
- Job Opportunities
- Job Specifications
- Access to NEOGOV Online Job Application Account

Contact Us

If you have any questions, you may click **Contact Us** to send an email with your inquiry



The screenshot shows the website header for the County of Santa Clara Employee Services Agency. The header includes the county seal, the text "County of Santa Clara Employee Services Agency", and the "SCCGOV" logo. A search bar is present with the placeholder text "I am searching for...". A navigation menu contains links for "Job Opportunities", "Classification", "Executive Services", "Labor Relations", "Employee Benefits", "Retiree Benefits", and "Administration". The "Administration" menu is expanded, showing a "Contact Us" link. Below the navigation, there is a "Home" link and a "Contact Us" heading. The form contains the following fields:

- Subject***: A dropdown menu.
- Name***: A text input field.
- Email Address***: A text input field with the placeholder "e.g., username@domain.com".
- Phone***: A text input field with the placeholder "e.g., (xxx) xxx-xxxx".
- Reason for contacting us***: A text input field.

Social Media

Follow us



<https://www.facebook.com/sccjob/>



<https://www.linkedin.com/company/county-of-santa-clara/>



<https://www.instagram.com/sccjobs/>

For questions regarding your application or information about a specific job posting, please refer to the contact name indicated on the job posting. **Reminder: Notifications regarding your application will be sent via the e-mail address you indicate is your primary e-mail when creating your account. To ensure that you receive all appropriate notifications, check your spam blocker/junk mail so that you can receive email from governmentjobs.com and the County of Santa Clara, otherwise the email notification may go into your junk mail folder.**

We hope this guide is helpful to your job search. Start applying today and join the team!

SCCJOBS.ORG

JOIN THE TEAM