

HUMAN RESOURCES

Recruitment FAQ

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I. General Recruitment Questions

Where do I apply for a job with the City of Sacramento? What jobs are available?

- City of Sacramento career opportunities and open positions can be found on <https://www.governmentjobs.com/careers/saccity>
- You may reference the “How to Apply” Presentation PowerPoint here: <https://www.cityofsacramento.gov/HR/employment>

How do I create an account on governmentjobs.com? How do I complete an application?

- Instructions on how to setup an account and complete an application can be found in the Application Guide: <https://www.governmentjobs.com/careers/saccity/helpandsupport/applicationguide>

I do not see an open position I am interested in. How do I get notified of a specific job I’m interested in applying for?

- All classification specifications (Class Specs) within the City of Sacramento can be found here: <https://www.governmentjobs.com/careers/saccity/classspecs>
- The City of Sacramento currently has over 500 classifications. You may utilize the **SUBSCRIBE** button located in the top right corner of the class specification you are interested in to be notified of upcoming career opportunities.

How will a resume and/or cover letter help me be considered for employment?

- Documents like a resume and a cover letter can be attached to an application while applying but cannot be used in lieu of completing an application.
- A resume will not substitute for the information required in the "Work Experience" section of the application.
- If "see resume" is noted in the "Work Experience" section; the application will be considered incomplete and will be disqualified.
- A resume or cover letter can provide additional insight to your qualifications and may be reviewed by the hiring department.
- Human Resources does not review **resumes** or **cover letters**.

Do I need to complete the entire application?

- **Yes.** There are numerous fields that are required, and the application cannot be submitted without inputting information in required fields.
- It is best practice to be complete and thoroughly review your application prior to submitting an application.

Can I edit my application after I submit it?

- **No.** Applications cannot be edited once submitted.
- Prior to submitting your application, you must certify that all statements in the application are true and complete. Any misstatements or omission of information may result in disqualification from the application process.

Do all recruitments have an examination?

- **No.** Not all recruitments will have an examination.
- The Selection Procedure portion of the job announcement will indicate if an exam is required and the type of examination to be administered.
- Only Civil Service classifications will require an examination.
- You can determine if a civil service classification by reviewing the [City of Sacramento Civil Service Classification List](#).
- Please note that a Training and Experience Exam will always be conducted as a part of the application process, if you complete and submit your application, you have completed the Training and Experience Exam. The exam is a series of Supplemental Questions which can be located at the end of the application.
- Please visit the [Frequently Asked Questions - Exams resource for additional information related to examinations](#).

What is a City Only Recruitment?

- A recruitment by which only **current City employees** may apply.

What is Transfer Recruitment?

- A **transfer** denotes movement from one position to another and shall not be interpreted as a promotion.
- Only current City employees are eligible to apply to a **Transfer recruitment**.
- **Transfer** vacancies are posted for City employees only.
 - For information regarding **transfer** eligibility, see [Civil Service Board \(CSB\) Rule 8](#).

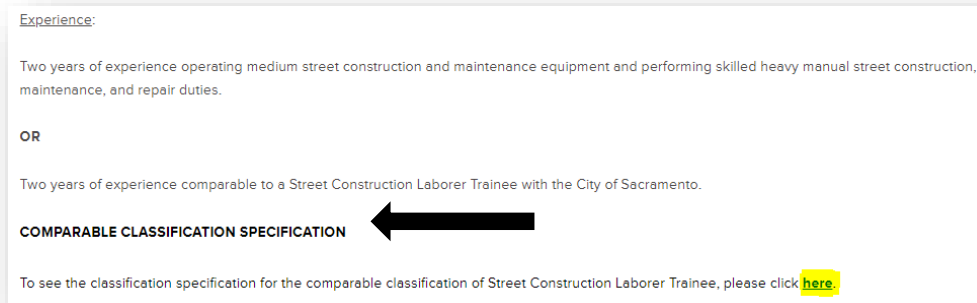
What are minimum qualifications?

- **Minimum qualifications** refer to the basic, essential requirements that an individual must meet to be considered eligible for a specific classification. These qualifications are non-negotiable and outline the necessary education, experience, skills, certifications, and sometimes physical or legal requirements needed to perform the job effectively.
- Position/job titles will not be considered in determining eligibility for meeting the **minimum qualifications** for a position.
- The **minimum qualifications** can be found in the Experience and Education section of the job posting. See image below for example:



What is a comparable classification? How do I determine if I have comparable experience?

- Not all job classifications have a **comparable classification specification (Class Spec.)**
- If there is a **comparable classification specification**, more information can be found in the Experience and Education Section of the job posting. See image below for example:



- A comparable classification refers to a classification specification that shares similar duties, responsibilities, and qualifications with another City classification specification. . If a job posting identifies a comparable classification, there will be a link to the comparable classification in the Experience and Education portion of the job announcement.

There are multiple job announcements for the same position. Do I have to apply for all of them or can I just apply for one?

- To be considered for **each** position, an application must be submitted to **each** job announcement.

Why are CalPERS retirees not eligible for employment?

- The City of Sacramento is a CalPERS employer. Applicants that are currently retired and receiving CalPERS retirement benefits are not eligible for consideration for CalPERS covered positions per California Government Code 21220.
- For additional information regarding working after retirement for a CalPERS employer, please visit: <https://www.calpers.ca.gov/page/retirees/working-after-retirement>

I am a CalPERS retiree but interested in employment opportunities, can I be considered for employment?

- As a **CalPERS retiree**, you may apply to positions that interest you. **Please note:** you must contact the Employment Office in writing by emailing employment@cityofsacramento.org to acknowledge you are a CalPERS retiree and state you want to proceed in the recruitment process. If selected for employment, you may need to un-retire with CalPERS to proceed with the hire, or meet the qualifying guidelines as outlined [here](#).

II. Application and Interview Support

Can I do a paper application?

- **No**; paper applications are not accepted. Applications must be submitted online by visiting www.governmentjobs.com/careers/saccity

What does the Opening Date and Closing Date signify?

- Every open recruitment has an opening date listed; this is the first day applications can be submitted.
- Every open recruitment has a closing date listed; this is the last day to submit applications. If interested in applying to an open recruitment be sure to submit your application prior to the Closing Date listed on the recruitment.

What if the Closing Date listed reflects “Continuous” when is the last day to submit an application?

- This job announcement will be open until filled; if interested in applying be sure to identify the application **cut-off dates** which are located under “The Position” of the job announcement.
- The application **cut-off dates** will determine when your application is processed.
- The application **cut-off date** that is listed last, will be the final date to submit an application.

What is considered qualifying experience?

- **Qualifying experience** is based on full-time experience (40 hours per week). **Qualifying experience** is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Internships and/or volunteer experience, whether paid or unpaid, will be counted as qualifying experience, but must be listed in the Work Experience section of the employment application.

Do I have to complete the work experience section on the application?

- **Yes**. You must list current and/or past job-related experience in the duties area of the "Work Experience" section of the employment application.
- Applications that do not list current and/or past job-related experience in the Work Experience section will be considered incomplete and will be rejected.
- The experience listed in the "Work Experience" section will be used to determine if you meet the minimum qualifications as stated on the job announcement.
- Current and/or past job-related experience should be detailed in the duties area of the "Work Experience" section of the employment application.
- Omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application, or attachments will not substitute for the information required in the "Work Experience" section of the employment application.

What are agency-wide questions and do I have to answer them on the application?

- An **agency-wide question** on an employment application is a standardized question that applies to all applicants across various positions within the organization, often relating to eligibility, background, or general qualifications.
- Fields marked with an asterisk (*) are required.
- Answering the required questions are an essential part of the application process and will be used to evaluate your qualifications by Human Resources.

What is the Supplemental Questionnaire on the application? And why do some applications not include this?

- Supplemental questions are questions provided by the hiring department to learn more about an applicant's qualifications and experience.
- Responses to the supplemental questions cannot substitute for the experience you must list in the duties area of the "Work Experience" section of your application and cannot be evaluated by Human Resources while calculating qualifying experience.
- When responding to the supplemental questions, answer all the questions completely. You may include in your response, places of employment, pertinent dates, duties performed, etc. Please note: A Training and Experience Exam is a series of Supplemental Questions located at the end of the application.
- Please visit the Frequently Asked Questions - Exams.

The City conducts a blind application process. What are blind applications?

- The use of **blind applications** allows the City to remove personally identifiable information (PII) from applicants' applications.
- Removing PII from the application reduces the risk of bias during the recruitment process and supports the City's diversity and equity initiatives.
- All applications received by the final filing deadline will be forwarded to the hiring department for review with the following information removed: *Full name, address, date of birth (Month/Day), contact information including email and phone number, street address, education level, possession of legal right to work in the US, any attachments provided by the applicant such as but not limited to resumes, transcripts, letter of interest, letters of recommendation*
- The HR Department will only reveal PII to the hiring department once the hiring manager has selected applicants to interview and notifies the HR Department of this action. **Please note:** HR Department will continue to protect gender and ethnic information provided by applicants.

How will I be contacted about my application?

- The City of Sacramento's preferred method of communication with applicants is **via e-mail**.
- All **e-mail** notifications can be accessed through the governmentjobs.com applicant inbox.
- Ensure you verify the **e-mail address** on your application, and check your **e-mail** frequently, including your spam and junk folders.

I received a request to interview, but I cannot make it. Who do I contact?

- Please call the Human Resources Department at **916-808-5726** or email employment@cityofsacramento.org at your earliest convenience.
- You may also reply directly to the interview invitation.

I forgot to upload a document to my application. What can I do?

- If the final filing deadline has not passed, you may email the document to employment@cityofsacramento.org and request to attach the document to your application, **include** your full name and reference the job announcement title and/or job number.

I have experience in the field, why did I receive an email notification that I did not meet minimum qualifications.

- It is the applicant's responsibility to thoroughly demonstrate their experience in the duties area of the "Work Experience" section of the application that reflects the **minimum qualifications**. Be sure to describe your experience in detail.
- Utilize the [Employment and Applicant Resources page](#) for additional information on navigating the application process.

I received a disqualification notice for my application. Can I reapply if the position is recruited for again?

- **Yes.** Sign up for a [Job Interest Card](#) to be notified when the position is being recruited for again.

I received an email that I was in Rank "1,2, etc.", what does my rank mean and what happens next?

- **Ranks are determined by the final score received on a civil service examination. More than one individual may hold the same rank (except in the case of a promotional examination).**
- **Departments have access to review applications of candidates in the top 3 reachable ranks. When a rank is exhausted, lower ranks are opened to the departments for review. However, applicant's ranks are not provided to the department for consideration in the employment process.**
- **No further action is needed from you. If the Department would like to select your application to move forward in the recruitment process, you will be notified via email with an invitation to interview.**

Does my ranking email also mean I have met minimum qualifications?

- All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the **minimum qualifications**, as stated on the job announcement, for applications selected by the hiring department.

I was notified I was placed on an Eligible List. What does that mean? Is there a timeline for interviews/hiring?

- Candidates who pass an examination will be placed on the **Eligible List** for the classification in which they completed the examination.
- The hiring department may contact candidates for an interview at any time during the life of the **Eligible List**. Candidate's eligibility expires one year from the date of notification of a passing score for the required examination.
- There is no timeline for the interview process provided to applicants. The hiring department reviews applications and conducts interviews at their own discretion. Should your application be selected to move forward in the recruitment process, you will be notified via email with an invitation to interview.

I see that the position I am on the Eligible List for is posted again. I ranked #1 on the Eligible List and wasn't selected for an interview. Why is it posted again? Should I reapply?

- Many City classifications are citywide, meaning the same classification can exist across multiple departments throughout the City. For example, you may have applied to a Customer Service Representative recruitment in the Finance Department, and later, the Community Development Department may open its own recruitment for the same classification. While the minimum qualifications remain the same, the job duties may differ based on the department's specific needs.
- Departments have the discretion to post a new recruitment each time a vacancy arises. Each department can choose to recruit for a new Eligible List or select candidates from an existing eligible list established from a prior recruitment.
- Once an applicant passes a civil service exam and is placed on an Eligible List, they remain eligible for all positions within that classification for one year from the date of notification.
- While eligibility lasts for one year, it is up to the department to decide whether to select from an existing Eligible List or to review new applicants. Therefore, applicants are encouraged to reapply when they see a position of interest. Reapplying not only gives applicants another opportunity for consideration but can also extend their eligibility on the Eligible List. When a department needs to fill a vacancy in a civil service classification, they are required to select from the top three reachable ranks for consideration. Ranking on an Eligible List does not guarantee an interview, as final selections are based on various factors including the department's specific needs.

Why did I receive an email with my rank for a position I applied to previously but didn't receive a rank for the position I recently applied to?

- Ranks are only given for civil service classifications requiring an examination as part of the selection process in accordance with Civil Service Board Rules 5 and 6.
- For non-career and exempt classifications, an examination is not required as part of the selection process. Therefore, applicants are placed in applicant pools and referred to departments for further consideration.

I received an invitation to interview for a position I applied for but was told I needed to complete an exercise to interview. Why am I required to take another exam?

- As part of the selection process, departments are allowed to include an interview exercise to help further assess candidates' qualifications for the position.
- The interview exercises are not exams as they are not scored or rated, and they do not affect your placement on the Eligible List. Instead, these exercises are designed to give the interview panel additional insight into how candidates approach tasks or scenarios relevant to the job.
- Interview exercises can be especially helpful in evaluating skills such as problem-solving, writing, analysis, or job-specific decision-making skills that may not be fully captured through a standard interview alone.
- Participation in an interview exercise is simply part of the overall selection process and helps ensure the department can make an informative and fair hiring decision.
- All candidates invited to participate in an interview are given the same interview exercise as part of the selection process.