

## Job Openings

There are two open **Information Technology Associate (ITA)** positions at California Correctional Institution (CCI) in Tehachapi. These positions primarily provide desktop support to institutional staff onsite.

## Salary

The starting salary is \$4406/month (Range A), but alternate starting salaries can be achieved, based on years of previous IT experience/education.

See Alternate Range Criteria for IT (<https://www.calhr.ca.gov/employees/Documents/alternate-range-criteria-for-IT.pdf>) and the State of California Service Pay Scale ([https://www.calhr.ca.gov/Pay%20Scales%20Library/PS\\_Sec\\_15.pdf](https://www.calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf)).

You will need to search both documents for "Information Technology Associate."

- Starting salary for ITA, Range B: \$4843
- Starting salary for ITA, Range C: \$5294
- Starting salary for ITA, Range D: \$5822

## Steps for applying for these ITA positions

1. Ensure you meet the **minimum qualifications (MQs)** for the position.  
<https://www.calhr.ca.gov/state-hr-professionals/pages/1400.aspx>  
Search the page for Information Technology Associate (ITA).
  - a. Eighteen months as an Information Technology Technician; **or**
  - b. Two years of general information technology experience performing technical, analytical, or support tasks for computer systems or services in any of the six domains or emerging information technology fields; **or**
  - c. 60 semester units (or 90 quarter units) from an accredited college or university including at least 15 semester units (or 22.5 quarter units) of information technology or closely related course work; **or**
  - d. Any equivalent combination of experience and education.

When using education to meet minimum qualifications, education must include the specified information technology or closely related course work.

2. Read through the **job posting**.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=265012>
3. Read through the **job duty statement** PDF by clicking on any of the "duty statement" links in the job posting or by using the link below.  
[https://www.calcareers.ca.gov/CalHrPublic/FileDownload.aspx?aid=14699360&name=065-620-1401-XXX-InformationTechnologyAssociate\(1401\).pdf](https://www.calcareers.ca.gov/CalHrPublic/FileDownload.aspx?aid=14699360&name=065-620-1401-XXX-InformationTechnologyAssociate(1401).pdf)

4. Read through the Information Technology Associate (ITA) **Exam Bulletin**.  
<https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB33>  
<https://www.calcareers.ca.gov/JOBSGEN/7PB33.PDF>
  
5. **Preview** the Information Technology Associate Training and Experience Evaluation (Exam) by clicking on the link in the Exam Bulletin or by using the link below.  
These preview statements are nearly identical to the actual evaluation/exam, so it's highly recommended you formulate and save your responses to these statements before starting the actual evaluation, as the actual evaluation is timed.  
Ensure you are not fabricating any answers, as hiring managers or personnel staff may verify your responses, but include every bit of work experience, volunteer experience, education, and training you can to maximize your final score.  
<https://jobs.ca.gov/jobsgen/7PB33C.pdf>
  
6. Create a **CalCareers** account so you can electronically apply for the job.  
<https://www.calcareers.ca.gov/CalHRPublic/CreateNewAccount.aspx>
  
7. Take the Information Technology Associate (ITA) **exam** by clicking on the link in the Exam Bulletin (see number 4 above) or by using the link below.  
Your score will be provided to you immediately after you finish the exam.  
To be a competitive candidate, you need to score at least 75% to be placed on the eligibility list, but higher than 75% is preferable.  
<https://exams.spb.ca.gov/exams/ita/index.cfm>
  
8. Once you have taken the exam and gained list eligibility, **apply** for the job by clicking on the "Apply Now" link at the top of the job posting.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=265012>
  - a. A complete application contains **all** of the following:
    - i. Employment Application Form (STD 678)
    - ii. Statement of Qualifications (SOQs): You can find the exact questions you need to answer at the bottom of the job posting. Take these seriously and follow all the directions, as your responses will be scored. Many applicants do not receive an interview because they ignore the SOQs, give poor responses, or don't follow directions.
    - iii. Resume: Make sure your information on your resume matches the information on your Employment Application Form (STD 678). There are no directions for resumes, unlike SOQs, but ensure you at least use spell check!

## Questions?

If you have any questions about what it's like working as IT for the State of California, or if you have questions regarding applying, I can be reached via email at either [cwells5@csu.edu](mailto:cwells5@csu.edu) or [crystal.wells@email.cerrocoso.edu](mailto:crystal.wells@email.cerrocoso.edu).