

**Department of Justice  
Post & Bid Position Announcement  
Bargaining Units 1 and 4**



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1. Reference # : \_\_\_\_\_ 2. Position Number : \_\_\_\_\_ 3. Date of Posting : \_\_\_\_\_
  4. Classification : \_\_\_\_\_ 5. Salary Range : \_\_\_\_\_
  6. Pay Differentials That Apply To Position : \_\_\_\_\_
  7. Working Hours of Position : \_\_\_\_\_
  8. Department of Justice Location : \_\_\_\_\_

**(If selected and the position requires a relocation the Department will NOT provide relocation assistance.)**

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9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specification (Education and or Experience) :

B. Technical & Professional Skills & Abilities :

C. License and/or Certification Requirements :

D. Physical Requirements to Perform Essential Functions :

E. Other Departmental Requirements :

F. Duty Statement/Description of Duties :

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10. Final Date and Time for Receiving Bid : \_\_\_\_\_

11. Where to Obtain Bid Form : \_\_\_\_\_

12. Submit Bid to:

Department of Justice  
Post & Bid Coordinator  
Personnel Programs  
1300 I Street, 7th Floor  
Sacramento, CA 95814

Phone # (916) 323-5580  
Fax # (916) 327-4274

13. Window period employee must be available for contact (unit 1 & 4 Only) : From : \_\_\_\_\_ To : \_\_\_\_\_

(If selected, you must report in no less than 14 calendar days and start date must be within 30 calendar days unless agreed otherwise by current and hiring supervisor.)

14. Expected Reporting Date To Position (Unit 11 Only) :  N/A

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.) Revised 04/26/02

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