

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 06-3-023 2. Position Number: 906-001-1441-xxx 3. Date of Posting: June 21, 2012
4. Classification: Office Assistant (General) 5. Salary Range: \$2074-\$2770
6. Pay Differentials That Apply To Position: None
7. Working Hours Of Position: 7:30 to 4:15
8. District/Division: District 6 Section: Administration Geographic Location: Fresno
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

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

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
<http://www.dpa.ca.gov/textdocs/specs/s1/s1441.txt>

B. Technical & Professional Skills & Abilities:
Refer to duty statement

C. License and/or Certification Requirements:
A valid California Class C Drivers License

D. Physical Abilities to Perform Essential Functions:
"Refer to Physical, Mental, Emotional Requirements on Duty Statement".

E. Other Departmental Requirements:

F. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: July 5, 2012

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Gloria Samaniego

Address: 1352 W. Olive Ave. Fresno, CA 93728-2818

Telephone Number: 559-488-4315

FAX Number: 559-488-4299

E-mail Address: Gloria_Samaniego@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: 7:00am To: 4:00pm
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): July 23, 2012
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)