Employment Program Representative

Salary & Benefits

Salary

Annual salary ranges from $33,804 to $51,072, including merit salary increases.

Benefits

Health, Dental, Vision, Full Retirement Package, 401K /457 Plans, and Professional Job Training.

Work Life Balance

Flexible work schedules, sick leave, paid vacation, and convenient work locations

As a member of the EDD team, an Employment Program Representative:

Unemployment Insurance Branch

- Conducts Unemployment Insurance (UI) eligibility interviews.
- Determines eligibility for UI benefits, in accordance with laws, regulations, and policies.
- Interprets and applies laws, policies, and precedent decisions consistently to individual cases.

Workforce Services Branch

- Gathers and disseminates labor market information to employers and applicants.
- Assists job seekers in meeting their employment goals or refers them to partner resources.

EDD Employment Development Department
State of California

The Department that has connected millions of job seekers is hiring.

Join one of the largest state departments and make a difference today.

(INTERNET) **WWW.EDD.CA.GOV/CAREERS**

Minimum Qualifications

EITHER I

Four years of experience with the Employment Development Department (Candidates who are within six months of completing the required experience will be admitted to the examination; however, they must meet the required experience before being considered eligible for appointment).

OR II

One year of experience in the Employment Development Department performing the duties of an Office Assistant, Range B, or an Employment Program Technician.

OR III

Completion of 60 semester units or 90 quarter units of college course work, and two years of public contact experience providing services or information.

OR IV

Equivalent to graduation from college (Must provide evidence of registration as a senior in a recognized institution to be admitted in the examination, and must secure evidence of graduation or its equivalent before being considered for appointment).

How to Apply

In order to apply for an Employment Program Representative position with the State of California, you must apply, take, and be successful in the current Employment Program Representative Exam.

Step One – Establish Eligibility
Visit www.edd.ca.gov/careers and click on the Open Examinations link. Find the Employment Program Representative bulletin and click on it. Follow the steps outlined in the bulletin to take the exam.

Step Two – Find Vacancies
Visit www.edd.ca.gov/careers and locate the Vacancy Search Tool under the external resources section. Type "Employment Program Representative" in the search field and click search to locate vacancies.

Step Three – Mail in your Employment Program Representative Application Packet
Mail in your application to the address listed on the job vacancy announcement. You should also include a résumé and cover letter with your State Application. The State Application (STD 678) can be found on our website at www.edd.ca.gov/careers under resources, then Human Resources Forms and Publications.

If you have any questions, please contact the EDD Exams Hotline:
Phone: 916-654-6869 **e-mail:** EDDRecruiter@edd.ca.gov

For information on career opportunities, please visit:
WWW.EDD.CA.GOV/CAREERS

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.