

GETTING MY NEXT JOB AT THE STATE

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State of Arizona
Career Center Manager

Arizona Department
Of Administration

HUMAN RESOURCES DIVISION



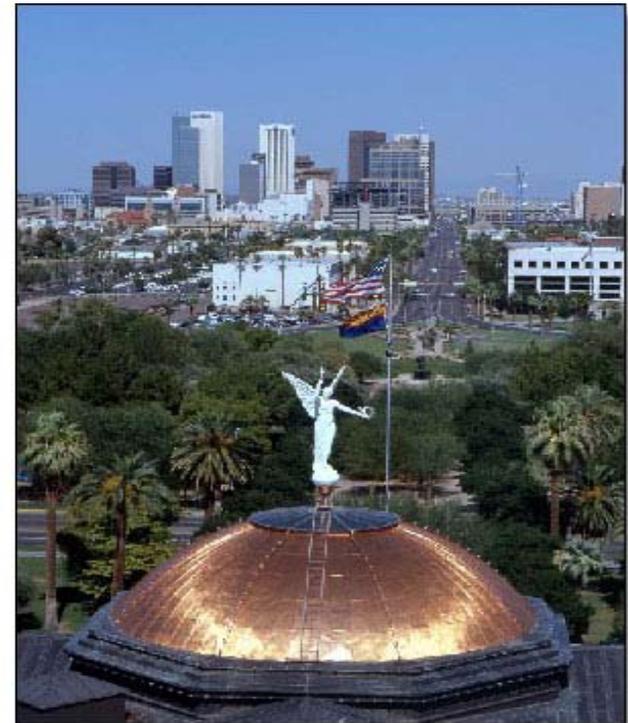
State of Arizona

- Employs approximately 35,000 employees in over 100 agencies, boards and commissions
- This figure is approximately 20% lower than staffing levels in 2001



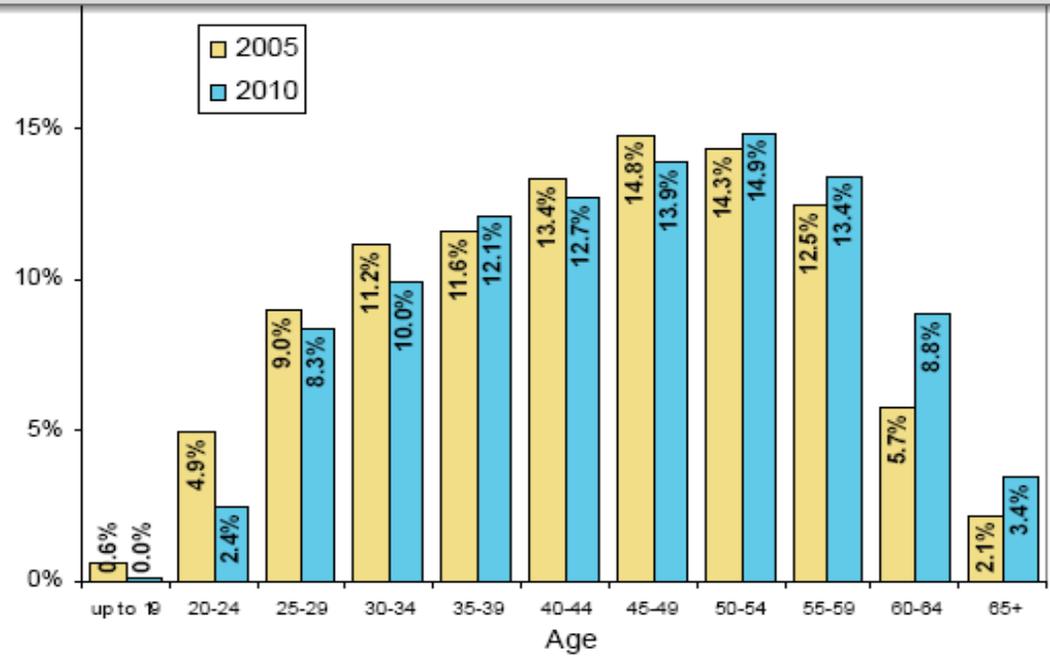
Opportunity to Serve the Citizens of Arizona

- Directly or indirectly, all State employees have an impact on the citizens of Arizona! Public service can be rewarding!



Why Come to Work for the State of Arizona?

- Huge variety of positions - one may be just right for you!
- Excellent benefits! Cost to employee lower than Maricopa County, City of Phoenix and other government entities
- Some agencies offer flexible scheduling and tele-work options
- Generous paid leave benefits
- Mature workers are valued!



Source: The state's Human Resources Information Solution. Data includes covered and uncovered employees.

Analysis: The above chart shows the age distribution for all employees. In 2010, the average age of a state employee was 46.0 years. More employees were in the 50-54 age group than any other age group. In 2005, 26% of the workforce was less than 35, whereas in 2010, 21% of the workforce was less than 35 years of age. In 2005, 20% of the workforce was over the age of 55; however in 2010, 26% was over 55 years of age.

By 2014 ...

- 25% of State workers will be retirement eligible.



That Spells

■ OPPORTUNITY!



How To Get Your Next Job at the State

- Must apply on-line
- Majority of agencies use the azstatejobs.gov website
- It is important, however, to differentiate yourself when applying



Tips For Differentiating Yourself

- Keywords are searched from within job descriptions, job titles, and job locations
- Be sure to use the same terms, descriptors, etc. in your resume that appear in the job announcement
- Do not use abbreviations as they may not be picked up by the system

More Tips For Differentiating Yourself

- Copy and paste a text version of your resume
- Be sure to manually adjust the format before submitting
- Always write a cover letter. Try to write to a specific person – research the agency and determine who may be the hiring manager
- ALWAYS customize your resume for the position you are applying for! An extra 15 minutes of your time may pay off by getting you screened in!

More Tips For Differentiating Yourself

- Include multiple phone numbers on your resume if you have them. Record a professional message on your phones - it should be your voice, assuring the employer you check your voice mail frequently
- Let the call go to voice mail if it is an inopportune time for you to talk.

Resume Summary

- Include a Summary at the top of your resume which lists your core competencies and “sales features.”

Sample:

SUMMARY

Accounting professional with core competencies in audit, receivables and fund accounting. Ability to effectively analyze business operations, trends, costs, and revenues, and project future income and expenses. Background includes over 10 years experience in the preparation and analysis of budgets in both public and private sector environments. Reputation for being highly ethical and the subject matter expert with various proprietary accounting systems. B.S. Degree in Accounting with an MBA.

Technical Skills

- List technical skills on the first 1/3 of the resume. All of your top “sales features” need to appear on the first page of the resume!

Sample:

TECHNICAL SKILLS

Proficient with: **Btrieve** ,Oracle, Quickbooks, Peachtree, Go! Revival Package, MS Office Suite. Strong knowledge and experience with GAAP.

How Do I Apply? www.azstatejobs.gov

The screenshot shows the azstatejobs.gov website in a Windows Internet Explorer browser window. The browser title is "azstatejobs.gov - Greater Opportunities than Ever! - Windows Internet Explorer". The address bar shows the URL "https://secure.azstatejobs.gov/pljb/azgovjobs/mainjb/applicant/index.". The website features a navigation menu on the left with links to Home, Work That's Rewarding, Diversity of Careers, Intern Program, Life in Arizona, Total Compensation, Professional Development, azstatejobs.gov, and ADA. The main content area includes a "LOGIN" section, a "SEARCH FOR JOBS" button, a "VIEW FEATURED JOBS" button, a "CREATE AN ACCOUNT" button, and a "HELP" section. The "HELP" section lists links for Arizona Cities & Counties, Disability Preference Form, Intern Program, and Job Videos. The central banner reads "THE OFFICIAL WEBSITE FOR STATE OF ARIZONA GOVERNMENT JOBS!" and includes a link for "ADOA News and Events". Below this is a banner for "Arizona HUMAN RESOURCES" with a landscape image. At the bottom, there is a footer with links for HR Home, State Benefits, FMLA, State Agency Directory, Privacy Statement, Accessibility, E-Verify, and Contact Us. The taskbar at the bottom shows the Start button and several open applications, including Novell-delivere..., Microsoft Pow..., HRD_102B - C..., http://www.hr..., Public/Applican..., and azstatejobs.go... The system clock shows 4:45 PM.

Public/Applica
azstatejobs.gov - Greater Opportunities than Ever! - Windows Internet Explorer
https://secure.azstatejobs.gov/pljb/azgovjobs/mainjb/applicant/index.
Live Search
File Edit View Favorites Tools Help
azstatejobs.gov - Greater Opportunities than Ever!
go!

azstatejobs
A greater state of opportunities! gov

LOGIN
SEARCH FOR JOBS
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Arizona Cities & Counties
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THE OFFICIAL WEBSITE FOR STATE OF ARIZONA GOVERNMENT JOBS!
[*** ADOA News and Events ***](#)

Arizona
HUMAN RESOURCES

The State of Arizona is an Equal Opportunity Employer. Pursuant to the Americans with Disabilities Act, the State will make reasonable accommodation(s) during the employment process.

Featured Jobs
[ACCOUNTANT I](#)
Phoenix
[EDUCATION AND ADVOCACY MANAGER](#)
Phoenix
[NURSING MANAGER 24/7 FACILITY RN REQUIRED](#)
Coolidge
[FEDERAL ST LICG TM LDR](#)
Phoenix
[PRIOR AUTHORIZATION NURSE](#)
Phoenix
> [More ...](#)

HR Home | State Benefits | FMLA | State Agency Directory | Privacy Statement | Accessibility | E-Verify | Contact Us

ARIZONA
YOUR SERVICE

Internet 100% 100%
start Novell-delivere... Microsoft Pow... HRD_102B - C... http://www.hr... Public/Applican... azstatejobs.go... 4:45 PM

Set Up an Account

Create an Account

By creating an account, you will have access to the full benefits of this site:

- edit and instantly update your previously submitted resume and cover letter
- use Search Agents to find jobs and send you the results by e-mail
- save interesting jobs for further review
- view your application history

In the fields below, do not enter blank spaces or the following characters: &, |, ? (* indicates required field)

*Login
We recommend using your email address.

*Password
Between 6 and 15 characters

*Retype Password

*Email Address
Enter an address where you prefer receiving messages from us.

HR Home | State Benefits | FMLA | State Agency Directory | Privacy Statement | Accessib

- Your log-in will be your email address
- Recommend using the same password as you use for your email account
- Be sure to have a professional email address!

azstatejobs.gov - Greater Opportunities than Ever! - Windows Internet Explorer

https://secure.azstatejobs.gov/pljb/global_jsp/applicant/EditAccount/ProcessEditAccount.jsp?pljbHome=/azgovjobs/mainjb/applicant/index

File Edit View Favorites Tools Help

azstatejobs.gov - Greater Opportunities than Ever!



SEARCH FOR JOBS

VIEW FEATURED JOBS

ADD RESUME

MANAGE JOB SEARCH AGENTS

VIEW SAVED JOBS

VIEW APPLICATION HISTORY

EDIT ACCOUNT

LOG OUT

HELP

Arizona Cities & Counties
Disability Preference Form
Intern Program
Job Videos

Your account has been successfully created.

The State of Arizona maintains only ONE copy of your resume. The State of Arizona does not have a general application pool; you must apply for each position individually. Before you submit your resume for a specific position, carefully review the Knowledge, Skills and Abilities on the job announcement to be sure you meet the requirements for the position.

Please click on the "search for jobs" button to the left to locate the jobs you would like to apply for.

OK

Add Resume

Add resume

[The State of Arizona maintains only ONE copy of your resume](#)

The State of Arizona does not have a general application pool; you must apply for each position individually. Before you submit your resume for a specific position, carefully review the Knowledge, Skills and Abilities on the job announcement to be sure you meet the requirements for the position.

You have one hour to complete this form

Note: special characters may change when converted to text. Please examine your resume text after pasting.

(* indicates required field)

Resume*

Marcy S. Doe
100 N. 15th Avenue
Phoenix, AZ 85007

123-456-7890
MarcySDoe@email.com

OBJECTIVE

Senior-level administrative support position which will utilize highly developed skills in customer service, database management, meeting preparation and minutes, and support for both the public and internal staff. Reputation for being extremely well organized and helpful; ability to use strong interpersonal skills to solve complex problems and obtain information, while working with minimal supervision. Bi-lingual with experience interpreting for Spanish speaking clients; commissioned Notary Public; CPR certified.

Add Cover Letter

Marcy S. Doe
100 N. 15th Avenue
Phoenix, AZ 85007

MarcySDoe@email.com

March 28, 2011

RE: FINANCIAL ANALYST POSITION

As the following comparison indicates, my background is closely aligned with your requirements:

YOUR REQUIREMENTS

AA Degree or coursework in finance and accounting

3 years experience

Proficiency with Word

Knowledge of working with financial statements

Detail oriented with the ability to multi-task

Continue

Clear

Cancel



Verify your resume information

Verify your resume information

Please verify that the contact information was extracted correctly from your resume and make any changes in the **Contact information** section.

(* indicates required field)

Contact information

*First name

Middle name or initial

*Last name

*Street 1

Street 2

*City

*State/Province

For states/provinces, enter a two letter abbreviation.

*Zip/Postal code

*Country

*Home phone

Work phone

Email

If you do not provide an email address, you will not receive email correspondence from Human Resources personnel.

Other information

Other Information

*1) Minimum Hourly Rate Required

Please enter the minimum hourly rate you will accept, or if you do not wish to indicate an hourly rate, select 0 from the drop down menu. (If you know the annual salary and would like to figure out the hourly rate, divide the annual salary by 2,080, i.e., an annual salary of \$23,920 divided by 2,080 hours = \$11.50 per hour).

2) If you are a current Arizona State Government Employee and are interested in applying for a Voluntary Grade Decrease or Transfer, please select the appropriate option:

Voluntary grade decrease means a change in assignment at the request of an employee to a position in a class with a lower pay grade. Transfer means the movement of an employee from one position in state service to another position in state service in the same pay grade.

3) If you are a former (within the last two years) permanent status Arizona State Government Employee applying for reinstatement or reemployment, please select the appropriate option and answer questions 3 through 6:

Reinstatement means you held permanent status (sometimes referred to as covered) with an Arizona State Service (Government) agency and resigned or were separated in good standing. Reemployment means you held permanent status (sometimes referred to as covered) with an Arizona State Service (Government) agency and were separated as a result of a Reduction in Force. Questions 3 through 6 do not apply to current State Service employees.

4) (If you selected "reinstatement" or "reemployment" in question 3) Name of State agency where last employed

5) (If you selected "reinstatement" or "reemployment" in question 3) Ending position title

6) (If you selected "reinstatement" or "reemployment" in question 3) Ending date of permanent status employment

Note: Reinstatement and reemployment will **only apply** to those former State Service Employees who answer all four of the above questions (3-6). If you are not applying for reinstatement or reemployment, do not answer questions (3-6).

Other information cont'd

*7) Have you been convicted of a felony?

A "yes" answer will not necessarily disqualify you from all positions

*8) Have you been convicted of a misdemeanor involving moral turpitude?

[What is a misdemeanor involving moral turpitude?](#)

A "yes" answer will not necessarily disqualify you from all positions

*9) How were you referred to azstatejobs.gov?

10) If you selected "other" from the previous question, please explain:

EEO information-voluntary

EEO

Applicants are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, marital status, ancestry, physical or mental disability, veteran status or sexual orientation. **Your responses are strictly voluntary. The information requested here is not gathered for employment decisions. It is used only for compliance with Federal laws.** Any information provided will remain confidential. If you choose not to "self-identify", you will not be subject to any adverse treatment.

Gender

Race

Disability

Vietnam veteran

Other veteran

Disabled veteran

Discharge date

MM/DD/YYYY

Job category

Please select the type of job you are applying for

Save

Cancel





- SEARCH FOR JOBS**
- VIEW FEATURED JOBS**
- EDIT RESUME**
- EDIT COVER LETTER**
- MANAGE JOB SEARCH AGENTS**
- VIEW SAVED JOBS**
- VIEW APPLICATION HISTORY**
- EDIT ACCOUNT**
- LOG OUT**
- HELP**

Your resume has been successfully added.

OK

Arizona Cities & Counties
Disability Preference Form
Intern Program
Job Videos

How to apply for a position on azstatejobs!



Search for jobs

To search for jobs, specify your search criteria and click **Search**. Keywords are searched for within job d Search.

To create a job search agent, specify your search criteria and click **Save as job search agent**.
[What is a job search agent?](#)

To select multiple items, hold down the Ctrl button (PC) or Command button (Mac) while clicking.

Keywords 
[Tips for keyword searching](#)
[Search by Agency](#)

Job title
ACCOUNTANT 3
ACCOUNTANT 4

Region
Central
Northern
Phoenix Metro
Southern
Tucson Metro

Location

Sort results by Date Relevance



Job Search Results

Job search results

To see more details and to apply for a job, click the job title.

1-2 of 2 jobs

Job title	Job type	Location	Date posted	Salary Range	Apply by	Department
ACCOUNTANT 3	Exmpt HF Apvd Mission Critical	Phoenix	Mar 25, 2011	\$36,814-\$62,693		AZ Health Care Cost Cont. System
ACCOUNTANT 3 ID #57852	Exmpt HF Apvd Mission Critical	Phoenix	Mar 22, 2011	\$45,577-62,692	Mar 28, 2011	Department of Transportation

Revise search

Job details

If you want to remember this job or apply at a later time, click **Save job** to save it to your personal folder.

ACCOUNTANT 3

Job ID	1000056476
Req Name	HC HCG ACCOUNTANT III 56476
Location	Phoenix
Type	Exmpt HF Apvd Mission Critical
Shift	First
Department	AZ Health Care Cost Cont. System
Salary Grade	20
Salary Range	\$36,814-\$62,693
Total openings	1
Apply by	

■ **Description Job:** Accountant III

Are you looking to further your career as an Accountant III in a fast paced, innovative and flexible environment which offers great benefits?

Become part of the Healthcare Group (HCG) team as an Accountant III. Serving Arizona's healthcare needs for more that 20 years, Healthcare Group of Arizona (HCG) is a state-sponsored health plan that provides premium-based healthcare coverage to many working Arizonans. Healthcare Group of Arizona is a division of AHCCCS which is Arizona's Medicaid program, designed to deliver quality health care under cutting-edge concepts of managed care.

This position will remain open until filled. First review of resumes will take place on January 18, 2011.

POSITION SUMMARY:

The Accountant III oversees and approves payments for the HCG program and administrative expenditures, reconciliation of HCG program premium billing activities, monitors financial activity of the HCG which operates as an enterprise fund business activity and preparation of full accrual financial statements for the AHCCCS annual audited financial report. The annual financial records require conversion from cash basis reporting per the AFIS accounting system to a full accrual enterprise activity-reporting model.

As an Accountant III you will be responsible for all accounts payables (A/P) and accounts receivables (A/R) functions which include billing functions such as processing of groups' premium payments and ACH payment pre-noting and posting and the submission of cash deposits to State Treasurer's office. This position performs program and administrative expenditure oversight and financial reporting functions for the HCG and participates in the preparation of audited financial statements for a large state agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- *Knowledge of Generally Accepted Accounting Principles (GAAP)
- *Knowledge of Generally Accepted Auditing Standards (GAAS)
- *Knowledge of Financial Accounting Standards Board (FASB)
- *Knowledge of Governmental Accounting Standards Board (GASB) theories and concepts in a state governmental environment.
- *Knowledge of Generally Accepted Governmental Auditing Standards (GAGAS)
- *Knowledge of State's automated accounting system (AFIS)
- *Knowledge of State laws, rules, regulations and policies
- *Problem solving skills

- *Analytical skills
- *Skill in work organization or methods of financial data compilation and reporting
- *Skill in spreadsheet and database development
- *Ability to research and compile fiscal and statistical information
- *Ability to establish and maintain effective policies and procedures regarding the operation of the department
- *Ability to plan based on the goals and objectives of the department
- *Ability to analyze and resolve a wide variety of problems

MINIMUM REQUIREMENTS

Bachelor's degree with a major in accounting from an accredited college or university; OR a Bachelor's degree in a related field with a minimum of 24 semester hours in accounting courses; OR previous relevant work experience.

SELECTIVE PREFERENCES

Bachelor's degree, considerable knowledge/understanding of GAAP, automated financial accounting systems, spreadsheet and work processing applications; four to eight years of work experience in governmental accounting.

TOTAL COMPENSATION

The paycheck that you receive is only a portion of the total package that the State offers to its employees. Many employees identify the benefits and other intangible workplace flexibility issues as top reasons why they continue to work for the State. The following are some of the most significant benefits that, added together, make up a very competitive compensation package.

We offer medical, dental and vision insurance as well as basic life insurance and long-term disability. You will also have the option to buy additional life insurance, short-term disability insurance and discounted auto and/or home insurance.

Become part of the Arizona State Government retirement plan (ASRS) - the state-sponsored retirement contribution plan with 100% employer match; and in which you can become fully vested after 10 years of state service! You will also have the option to participate in a deferred compensation program to take advantage of tax-deferred retirement investments.

Enjoy 10 paid holidays and generous annual and sick leave allowances.

This position is not covered by the State Personnel Merit System.

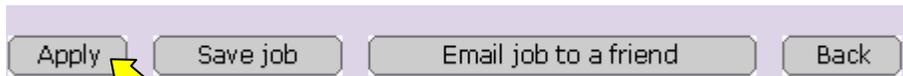
Applicants for this position will be required to submit to a criminal history investigation pursuant to A.R.S. 41-777.

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by calling (602) 417-4076. Requests should be made as early as possible to allow sufficient time to arrange the accommodation. AHCCCS is an AA/EOE/ADA Reasonable Accommodation Employer.

State employees are subject to mandatory furlough days scheduled for FY 2011 (6 days) and in FY 2012 (6 days). A furlough is time off without pay and equals 8 hours per day for full-time employees and is pro-rated for part-time employees.

AGENCY JOB BOARD ID: AHCCCS



Verify your resume information

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Please verify that the contact information was extracted correctly from your resume and make any changes in the **Contact information** section.

(* indicates required field)

Contact information

*First name

Middle name or initial

*Last name

*Street 1

Street 2

*City

*State/Province

For states/provinces, enter a two letter abbreviation.

*Zip/Postal code

*Country

*Home phone

Work phone

Email

If you do not provide an email address, you will not receive email correspondence from Human Resources personnel.

Submit Resume

If you are claiming **Statutory Preference** under A.R.S. 38-492, preference will be awarded to qualified applicants upon receipt of the following documentation:

Statutory Preference	Required Documentation
Veteran Status	Form DD214 or certification from the Veteran's Administration Office
Vietnam Era Veteran Status	Form DD214 or certification from the Veteran's Administration Office
Disabled Veteran Status	Form FL-802 or verifying letter with percentage from Veteran's Administration Office
Spouse of Veteran Status	Form FL-802, DD214, or certification from the Veteran's Administration Office
Disabled Status	You must have your medical authority submit certification

Submit documentation by Fax: (602) 542-2084

or send by Mail: Arizona Department of Administration
Human Resources Division
Attn: Employment Candidate Statutory Preference
100 N. 15th Avenue, Suite 103
Phoenix, AZ 85007

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required verification document upon hire.

By submitting this electronic form and resume, I certify under penalty of law, that the information provided is true, correct, and complete to the best of my knowledge and belief. I also acknowledge that should investigation at any time disclose any misrepresentation or falsification, my resume may be rejected, my name removed from further consideration, and I may be disqualified from future examinations and/or terminated from employment. I also authorize the hiring authority to make all necessary and appropriate investigations allowable by law to verify the information provided.

Submit

Cancel





SEARCH FOR JOBS

VIEW FEATURED JOBS

EDIT RESUME

EDIT COVER LETTER

MANAGE JOB SEARCH AGENTS

VIEW SAVED JOBS

VIEW APPLICATION HISTORY

EDIT ACCOUNT

LOG OUT

HELP

ACCOUNTANT 3

Your resume has been successfully submitted.
Thank you for your application. We appreciate your interest in State of Arizona job opportunities. We are not able to contact all individuals who apply. You will ONLY be contacted if you have been selected for an interview or we require additional information.

OK

Arizona Cities & Counties
Disability Preference Form
Intern Program
Job Videos

NEWSTART

- **N** UTRITION
- **E** XERCISE
- **W** ATER
- **S** UNSHINE
- **T** EMPERANCE
- **A** IR
- **R** EST
- **T** RUST

