

# VETERANS' PREFERENCE

## **YOU HAVE A HIGHER LIKELIHOOD OF BEING SELECTED FOR THE NEXT PHASE IN HIRING.**

Veterans' Preference is an assistance program for Veterans, widows or widowers of a Veteran, or spouses of 100% disabled Veterans seeking employment with the State of California. Veterans' Preference is also extended to currently serving Service Members within six months of discharge.

Many civil service classifications require an examination to obtain eligibility prior to applying for positions. In the examination process, once a passing score is achieved, Veterans and their eligible beneficiaries are ranked in the top rank of the resulting eligibility list. Although there is a higher likelihood of being selected for the next phase of the competitive hiring process, Veterans' Preference does not guarantee selection.

The California Department of Human Resources (CalHR) is the final approver of Veterans' Preference. Once approved, information will remain on file for all future qualifying examinations, and it will automatically be added for any applicable State civil service examination passed.

If an eligible State civil service examination(s) had been successfully passed within the prior 12 month period but Veteran's Preference was not granted, upon approval by CalHR for Veterans' Preference, the status will be automatically applied on the eligibility list(s).



## **EXCEPTIONS**

Veterans' Preference is not granted once a person achieves permanent civil service status. Veterans dishonorably discharged or released<sup>1</sup> are ineligible for Veterans' Preference. Veterans receiving Veterans' Preference are not eligible for career credits.

<sup>1</sup>As defined in California Government Code Section 18973.1.

## **AUTHORITY**

Veterans' Preference is a voluntary assistance program and Veterans' and their eligible beneficiaries are not required to participate. Veterans' Preference is codified in California Government Code Sections 18973-18979.

## HOW DO I APPLY?

If you are a Veteran, widow or widower of a Veteran, or a spouse of a 100% disabled Veteran, you must submit a legible Member 4 copy of the Certificate of Release or Discharge from Active Duty (DD-214), signed Veterans' Preference Application Form (CalHR 1093), and supporting documentation to the CalHR by mail at:

The California Department of Human Resources  
ATTN: Examination Unit  
1515 S Street, Sacramento, CA 95811

The DD-214 must include the Character of Service. Additionally, do not redact the social security number as this is required by CalHR.

## ARE YOU WITHIN SIX MONTHS OF DISCHARGE?

With the goal of providing a seamless transition between military service and State of California employment, Veterans' Preference is extended to Service Members currently serving up to six months prior to discharge.

You must submit a Provisional Transitional Waiver Form (CalHR 1094) signed by your Commanding Officer or Authorized Military Personnel Administrator, a CalHR 1093, and supporting documentation to CalHR:

The California Department of Human Resources  
ATTN: Examination Unit  
1515 S Street, Sacramento, CA 95811

## HOW DO I KNOW I RECEIVED CREDIT?

You can check your Veteran records and the status of your Veterans' Preference on examinations passed by logging on to your CalCareers Account.

If you do not have a CalCareers Account and need assistance, contact R.V.E.T.S. at [calfirervets@fire.ca.gov](mailto:calfirervets@fire.ca.gov) by email or call (916) 327-3985.

For direct assistance from CalHR on Veterans' Preference, contact:

CalHR at (866) 844-8671  
Telephone Communication Service  
for the Deaf and Hard of Hearing:  
California Relay Service, From TDD: (800) 735-2929,  
From Voice (800) 735-2922  
California Relay Service, From TTY:  
711 (NATIONAL RELAY SERVICE)

## ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS

### WHO'S ELIGIBLE?

Notwithstanding any other provision of law, persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations and career executive assignment examinations for which they meet the minimum qualifications.

### WHAT DOES IT MEAN?

In evaluating minimum qualifications, military experience shall be considered state civil service experience in a classification deemed comparable by CalHR that has the same or substantially similar duties and responsibilities to that of the applicable military experience.



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