CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

DATE: January 25, 2021

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: **WDS INFORMATIONAL BULLETIN № 21–05
CALJOBS SYSTEM UPGRADE – VERSION 20**

EFFECTIVE DATE
This bulletin is effective on date of issue.

PURPOSE
The purpose of this bulletin is to provide information regarding the latest upgrades to the CalJOBS system.

BACKGROUND
The State upgraded the CalJOBS system to Version 20 on December 8, 2020. This version upgrade contains system enhancements helpful to all users of the CalJOBS system. Users will notice various esthetic changes and a few new capabilities that make the CalJOBS system easier and more efficient to use.

Summary of Changes

CHANGES FOR ALL USERS
Pop-Up Sign-In Box On the CalJOBS Home page, a new pop-up now will display to enter your username and password after selecting the "Sign-In" button. The "Forgot password" and "Not Registered?" links also appear on the pop-up box.
Accessibility Link A new accessibility feature has been added to the top menu bar of the system with options to adjust font size, contrast and color, and other settings.
Loading Spinner A new loading spinner will appear on pages that take a few seconds or more to load.
Intelligence Job Search Bar The Job Search bar has been enhanced to assist job seekers when performing a search with keywords that apply to more than one type of occupation or location. The new Intelligence Job Search bar also supports multiple types of quick searched including Labor Market Information, candidates, and employers.

Left Navigation Menu
The left navigation menu has been redesigned and enhanced to improve user experience:

- **Overlaying Page Content** – Menu overlays the existing page and hides once an option is selected. While the menu is active, the page is grayed out.

- **Link Descriptions** – New menu option added to show or hide link descriptions.

- **Scrollable Menu** – To see all menu options, a scrollbar was added to easily move from the top to the bottom of the menu.

- **Drill-down Menu** – Instead of the current fly-out options, the menu will display drill-down options with arrows to return to previous menus.

- **Searchable Options** – Partial names can be entered in the search box and the menu will show options meeting the search string.

- **Account Information** – Individuals will see their name as a hyperlink at the top of the left menu. When selected it allows them to access their account information and personal profile page.

Dashboard Redesign
The dashboard has been redesigned to include separate collapsible sections, improved view of widgets, and a Pinned Links section.

Saved Text Templates
In the text entry boxes throughout the system, users have the option to insert saved text templates

---

CHANGES FOR INDIVIDUALS

'Your Websites' Section
A new "Your Websites" section has been added to the Background Tab of the Personal Profile. Individuals will be able to link websites they have an account with such as Twitter, LinkedIn, Facebook, and others. This feature was also added to the contact information section of the resume.

Enhanced Job Search Results List
Job search results appear in a more compact Job Card view with options to adjust the displayed results without reloading the search:

- **Narrow Results Filters** – After the initial search, the narrow results link opens a panel that allows the user to adjust the results without reloading the search.

- **How I Match Rings** – How I Match Up Rings will display matching skills when a user hovers over each one. A "How I Match Up" link appears under the score which displays a new How I Match Up page. The How I Match Up" page shows various details related to the match scores.

- **Preferred Job Indicator** – A small star in the upper right corner of the Job Card.

- **View, Save, Share Options** – Options to view details, cave, and share the job via email are available from the results list.

- **Enhanced Job Order Details Page**

- **Salary** – When salary data is available, the salary box displays the salary range and the average salary in the geographic area for that occupation

- **New Icons** – New icons to identify details of the job (e.g., full-time, day or night shift, etc.).

- **Match Scores** – Icons to indicate how the job seeker matches the job skills and other criteria.

- **Employer Research Section** – Information from the employer's company profile and individuals will see up to two additional jobs from the employer in the Job Card format.

- **Location/Work Site Information** – A map to show the worksite location.

- **Compensation and Hours** – A graphic display of the hour's distribution.

- **Career Ladder** – An enhanced graphic display for easier identification of related careers.

Enhanced Resume Preview

The resume preview page will be updated to make it easier to edit and improve the resume.

- **Resume Header** – Displays large visual indicators for Resume Score, Title, and Availability Status with links to edit the fields.

- **Resume Score Issues** – Items low enough to be considered resume score issues with a suggested action to improve the score.

- **Images** – New option to add an image to the resume header.

- **Websites** – New option to add websites to the contact information section of the resume.

- **Potential Job Matches** – A new section lists up to two potential job matches displayed in the new Job Card format.

- **Updated Icons** – New icons for the print, email, and download options

Appointments

A new feature will be added that allows individuals to search and schedule appointments with staff for a specific visit reason. Visit reasons and staff availability are configured by staff and are a part of a new Appointment Scheduling enhancement.

The version of 20.0 changes will be covered in several training webinars conducted by the Central Off Workforce Services Division Statewide Training Unit.

WDS CONTACT
If you have any questions regarding this bulletin, please contact Emoli Mendez at Emoli.Mendez@lacity.org or (213)744-7167.

CMH:GR:DB:EM:cg