



**ANNOUNCEMENT FOR OPEN TESTING HEALTH PROGRAM SPECIALIST I CONTINUOUS TESTING**

KH10-8338 4HAAA

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at <https://jobs.ca.gov/Public/StateForms.aspx>, and may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 327-7284  
SELECTION AND CERTIFICATION UNIT

In Person: 1501 Capitol Avenue, Suite 71.1501  
MS 1300

By Mail: P.O. BOX 997411  
Sacramento, CA 95899-7411

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**

**FILING DEADLINE:** Testing is considered continuous as dates can be set at any time. However, pre-established filing dates are scheduled every three months.

Application must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the filing date, will be held for the next administration of the exam. The filing dates are:

February 28, 2016      May 31, 2016      August 31, 2016      November 30, 2016

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGE:** \$4,930 - \$6,171 per month.

**POSITION DESCRIPTION:** Incumbents at this level function as highly skilled, technical program consultants in areas of extreme sensitivity and with responsibility for coordinating the development of broad policy with multiple departmental, immediate and long-range impacts. Positions at this level are those where the level of expertise required is definably greater than that for any other supervisory position at this level and the function performed is critical to the department's basic mission.

Positions exist with the Department of Health Care Services in **Sacramento**.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

Experience: Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to one year of the required general experience.) **AND**

Education: Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

**NOTE:** Applicants using education to meet the minimum requirements must provide a copy of their diploma or transcripts.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The entire examination will consist of an Evaluation of Training and Experience weighted

100%. No written test is required, and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a training and experience questionnaire. Be sure to include your current email address on your application. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Data gathering techniques and research methods to ensure accuracy and validity of outcomes
2. State and federal laws and regulations as it relates to health care
3. Various programs related to health care services including mental health, substance use disorder services and long term care
4. Personnel/project management to lead and complete projects of high complexity
5. Methods of preparation and planning for coordinated programs with various entities (i.e. state and federal agencies, private agencies, health care providers)
6. Procedures involved in establishing effective community/ stakeholder relationships
7. Principles and methods of organization to effectively manage various health programs, studies or projects
8. Legislative process to effectively act in the department's interest in assisting with the development of health care programs, policies and procedures
9. Knowledge of procedures involved in the planning, implementation and monitoring of health-related programs
10. Methods of evaluating program effectiveness to ensure department goals and objectives are being met
11. Basic statistics to develop and interpret statistical analysis of policies and programs
12. Principles and methods of public administration to develop cooperative working relationships

**Ability to:**

1. Handle sensitive and confidential issues and/or materials when obtaining information from multiple sources
2. Be flexible in adapting to changes in priorities, work assignments, and other work demands
3. Complete assigned tasks in a timely and efficient manner in a dynamic environment
4. Reason logically and creatively when interpreting and summarizing complex information in order to make an informed decision
5. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems in order to identify the most effective action or solution

6. Provide consultation and technical assistance to internal and external stakeholders
7. Identify policy/program issues and needs in order to formulate solutions
8. Apply laws, regulations, policies and procedures to various programs and projects
9. Act as program liaison with staff and management in other programs at the federal, state, and local levels to provide information on health care programs and policies
10. Serve on task forces and committees as a program representative

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Effective January 1, 2014, veterans' preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open, competitive examination.
3. Veterans' preference is not granted once a person achieves permanent civil service status.

Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the California Department of Human Resources or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

