ANNOUNCEMENT FOR OPEN TESTING

MEDICAL CONSULTANT II
CONTINUOUS TESTING

SM70-7788       8HAAA

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 at https://jobs.ca.gov/pdf/STD678.pdf, and may be filed in person or by mail with:

By Mail: DEPARTMENT OF HEALTH CARE SERVICES Human Resources Branch Selection Unit P.O. BOX 997411, MS 1300 Sacramento, CA 95899-7411

In Person: DEPARTMENT OF HEALTH CARE SERVICES Human Resources Branch Selection Unit 1501 Capitol Avenue, Suite 71.1501 Sacramento, CA 95814

Phone Number: (916) 327-7284

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. The testing office will accept applications continuously; and will notify and test applicants as needs warrant. However, pre-established filing dates are scheduled every three months. The filing dates are:


TESTING PERIOD: Once you have taken the examination, you may not retest for 12 months from the established list date.

SALARY RANGES:

Range A: $10,272.00 - $14,094.00 per month. This range shall apply to any incumbent of a position who does not meet the criteria for payment at Range C.

Range C: $10,514.00 - $14,427.00 per month. This range shall apply to incumbents who possess a valid medical or osteopathic specialty certificate issued by an American medical specialty board or an American osteopathic specialty board.

POSITION DESCRIPTION: The Medical Consultant II, Department of Health Care Services, works either (1) in a region or large district office to give professional advice and guidance on the medical aspects of the department’s programs and to direct and coordinate the work of a group of medical consultants and technical staff; or (2) in a staff capacity, to review the work of field offices to assure the quality and uniformity of decisions; and to provide technical guidance to consultants in the field, and to providers, beneficiaries, medical societies, and community organizations; or participate in the implementation and interpretation of state and federal laws, as well as the formulation of state laws, regulations, policies, and procedures relating to the medical aspects of Departmental programs; or (3) in a staff capacity, to give professional advice and guidance on assuring that quality medical care is delivered to Medi-Cal beneficiaries enrolled in contracting managed care plans, and to provide technical guidance to health plan medical directors and state contract management staff; and to do other work as required.

Positions exist with the Department of Health Care Services in: Los Angeles, Sacramento, San Bernardino, San Diego, and San Francisco
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.

Licensure Requirement: Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

AND

Either I
One year of experience in California state service performing the duties of a Medical Consultant I, Department of Health Care Services; or

Or II
Three years of experience in the practice of medicine (exclusive of internship), including one year of administrative, supervisory, or consultant experience in a public health or welfare agency, or in a medical care or rehabilitative program.

DESIRABLE CHARACTERISTIC: Willingness to travel.

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 examination will consist of an evaluation of Training and Experience (T&E) 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. 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 which is 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: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:
1. The standards of the standards of health care in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
2. Diagnostic, scientific, and therapeutic services provided in hospitals and other medical institutions.
3. Interrelationships of federal, state, and local professional and voluntary public health and welfare agencies, and the programs, services, and sources of funding of such agencies.
4. Pharmacotherapies, and other medication assisted treatment, in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
5. The principles and practices of general medicine and surgery in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
6. The techniques and trends in the prevention, diagnosis, and treatment of physical and mental disabilities in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
7. Methods of auditing through electronic data processing systems to gather, compile, and display appropriate data.
8. Principles of preventive medicine in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
9. The principles and practices of quality improvement in health care in order to establish a paradigm of improving health care delivery.
10. Equal Employment Opportunity (EEO) regulations and objectives to promote the department’s EEO policies and goals in making hiring and employment decisions.
11. A manager’s role in the Equal Employment Opportunity (EEO) program and the processes available to meet the EEO objectives to promote fair and equitable hiring and employment decisions within the work unit.
12. Principles and practices of personnel management in order to meet and surpass the dedicated Mission, Vision, and Core Values of the Department of Health Care Services.
13. State and federal laws and regulations under the Medi-Cal services programs, such as home and community-based services.
15. Various software applications (e.g., Microsoft Word, Excel, Access, Power Point) used to prepare correspondence, reports, presentations, spreadsheets, etc.

**Skill to:**
1. Analyze data, policies, and procedures in order to arrive at logical conclusions or recommendations.
2. Appraise health care problems, procedures, and programs in order to uphold the quality of care for recipients.
3. Conduct on-site reviews/visits to ensure compliance with rules/regulations and make recommendations as necessary.
4. Plan, organize, and direct the work of multidisciplinary professional and administrative staff to ensure consistency in the implementation of medical services and programs.
5. Communicate effectively verbally, before professional and lay groups.
6. Communicate effectively in writing in order to prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.
7. Analyze and find alternative solutions to complex/sensitive problems.
8. Recognize the possible implications of federal and state legislation to the Program or Department in an effort to select or recommend the most appropriate course of action.
9. Interpret and apply the medical policies, standards, rules, and regulations of the department’s program of medical care.
10. Evaluate the effectiveness of policies and procedures in order to determine the need for improvements or revisions.

**Ability to:**
1. Provide consultation to management, staff, other governmental agencies, and community providers regarding the quality and scope of medical services/benefits provided by the department’s programs in accordance with Office of Legal Services and Public Affairs.
2. Exercise fair and unbiased judgment when reviewing appeals on denied authorization requests.
3. Establish and maintain effective and cooperative relations with those contacted in the course of work.
4. Comprehend complex information in order to make an informed decision.
5. Explain complex health policies, regulations, and program requirements to management, staff, and the general public.
6. Work cooperatively and collaboratively with diverse stakeholders (i.e., health care providers, patients, community groups, and other agencies).
7. Facilitate sensitive and confidential discussions and meetings with various stakeholders.
8. Be flexible in adapting to changes in priorities, work assignments, and other work demands without affecting the progress and completion of work goals and objectives.
9. Work within short timeframes without sacrificing work productivity and efficiency.
10. Effectively promote and contribute to the department’s Equal Employment Opportunity (EEO) program in making hiring and employment decisions.
11. Promote the organization of community health resources and their effective utilization in a medical care program.
12. Work well under pressure and handle stressful situations.
13. Consult with professional organizations, community groups, public officials, and other Departmental staff on the medical aspects of services and programs supported by the department as directed by upper management.
14. Understand and apply existing laws, regulations, and policies related to the Medi-Cal program.
15. Assume a leadership role to direct, and see through, various Medi-Cal projects and programs.

**Personal Characteristics:**
1. Willing and able to travel.
2. Discretion in handling of sensitive or confidential information.
3. Reliability and dependability in fulfilling responsibilities and obligations at work.
4. Willing and able to lead and take on and accept increasing responsibilities.
5. Attention to detail to achieve a high level of performance.
6. Exercise a high degree of initiative, independence, and originality in performing and completing work tasks.
7. Willing and able to work outside of normal business hours.
8. Creativity in problem identification and resolution.
9. Willing and able to provide assistance and guidance to others.
10. Tact and diplomacy in all interactions with the public

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of the final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional 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 (Std. Form 1093), 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