



ANNOUNCEMENT FOR OPEN TESTING
MEDICAL CONSULTANT II, DHS
Continuous Testing

JL26 -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/Public/StateForms.aspx>. Applications may be filed in person or by mail with:

In Person: DEPARTMENT OF HEALTH CARE SERVICES (916) 327-7284
Selection and Certification Unit
1501 Capitol Avenue, Suite 71.1501
By Mail: MS 1300
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:

January 31, 2016 April 30, 2016 July 31, 2016 October 31, 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 RANGES: **Range A:** \$9,586 - \$13,152 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: \$9,812 - \$13,463 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 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, 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 Services.

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 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 the circumstances under which this examination was planned change. Such 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. Principles and practices of general medicine and surgery
2. Standards of health care health care
3. Clinical practice and evidence-based medicine
4. Diagnostic, scientific and therapeutic services provided in hospitals and other medical institutions
5. Techniques and trends in the prevention, diagnosis and treatment of physical and mental disabilities
6. Principles and practices of quality improvement in health care in order to establish a paradigm of improving health care delivery
7. Various software applications (e.g., Microsoft Word, Excel, Access, Power Point) used to prepare correspondence, reports, presentations, spreadsheets, etc.

Ability to:

1. Comprehend complex information in order to make an informed decision
2. Establish and maintain effective/cooperative relations with those contacted in the course of work
3. 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
4. Understand and apply existing law, regulations, and policies related to the Medi-Cal program
5. Work cooperatively and collaboratively with diverse stakeholders (i.e. health care providers, patients, community groups and other agencies)
6. Explain complex health policies, regulations and program requirements to management, staff and the general public

7. Provide consultation to management, staff, other governmental agencies and community providers regarding the quality and scope of medical services/benefits provided
8. Consult with professional organizations, community groups, public officials, and other departmental staff on the medical aspects of services/programs supported by the department as directed by upper management

ELIGIBLE LIST INFORMATION: 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.

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