



**ANNOUNCEMENT FOR OPEN TESTING
MEDICAL CONSULTANT I
CONTINUOUS TESTING**

SM80 - 7787 3HAAA

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 and Certification Section
P.O. BOX 997411, MS 1300
Sacramento, CA 95899-7411

In Person:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Branch
Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 552-8270

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 two months. The filing dates are:

- | | | | |
|-------------------------|---------------------------|--------------------------|----------------------|
| January 29, 2021 | March 30, 2021 | May 28, 2021 | July 30, 2021 |
| | September 30, 2021 | November 30, 2021 | |

TESTING PERIOD: Once you have taken the examination, you may not retest for **24** months from the established list date.

SALARY RANGES:

Range A: \$10,408 - \$14,277 per month. This range shall apply to incumbents who do not meet the criteria for payment at either Range B or Range C.

Range B: \$10,911 - \$14,970 per month. This range shall apply to incumbents who:

- Have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American medical specialty board or an American osteopathic specialty board; **or**
- Have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution; **or**
- Have completed one year of full-time paid public health medical experience in a public health agency, and one year of academic training at the graduate level in public health and preventive medicine, and one year of approved residency training in public health and preventive medicine.

Range C: \$11,228 - \$15,405 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: Incumbents work either (1) in a region or district office to give professional advice and guidance on the medical aspects of one of the Department's programs; or (2) in a small district office to act as district administrator responsible for one of the Department's programs; or (3) in a staff capacity to assist in the review of work in the field to assure uniformity and quality of decisions and in the development of policies and standards relative to the Department's programs; and to do other related work.

Positions exist with the Department of Health Care Services: **Statewide.**

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: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. Applicants who are in the process of securing approval by the Medical Board of California (formerly known as California 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

One year of experience in the practice of medicine, exclusive of internship.

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: This examination utilizes an evaluation of Education and Experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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: 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. Principles and practices of general medicine and surgery with particular reference to the techniques and trends in the diagnosis of physical and mental handicaps and in treatment programs for such handicaps
2. Interrelationships of federal, state, and local professional and voluntary public health and welfare agencies and of the programs and services of such agencies
3. Principles of community organization and skill in their application
4. Principles of preventive medicine
5. Department's Equal Employment Opportunity Program objectives
6. Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

Ability to:

1. Interpret and apply the medical policies and standards of the Department's program of medical care
2. Promote the organization of community health resources and their effective utilization in a medical care program
3. Analyze situations accurately and take effective action
4. Establish and maintain cooperative relations with those contacted in the work
5. Write effectively
6. Speak effectively before professional and lay groups
7. Effectively contribute to the Department's equal employment opportunity objectives

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. A departmental open list will be established for use by the Department(s) listed on this announcement. Names of successful competitors are merged into the list in order of final scores regardless of the 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.

NOTE: Transfer of list eligibility is **not permitted** from a list established by an E&E examination to a list established by any other type of examination.

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