



ANNOUNCEMENT FOR OPEN TESTING

Health Program Specialist II

Final Filing Date: **August 13, 2020**

Bulletin Release Date: **July 16, 2020**

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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) 345-7237

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

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **August 13, 2020**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted. **Note:** Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

SALARY RANGE: \$6,213 - \$7,777 per month.

POSITION DESCRIPTION: Health Program Specialist IIs function as highly skilled, technical program consultants in programs which are critical to the department's basic mission, where the level of expertise required is definably greater than that for any other supervisory position at this level; and where the person proposed for the position has an established reputation in the areas of expertise required.

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 by **August 13, 2020**, the final filing date. 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 a Health Program Specialist I or Health Program Manager I.

Or II

Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.

Or III

Experience: Four years of progressively responsible experience in health program administration, at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (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 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.)

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 examination. **The examination will be sent to the email address listed on the application. Please ensure the email address on your application is correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via Survey Monkey.** The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination 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: 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. Public health, mental health, and health care services programs and trends
2. Problems and procedures involved in establishing community relationships and assessing community health program needs and resources
3. Preparation and planning for coordinated programs with local and Federal agencies, private agencies, and health care providers
4. Principles and methods of public administration including organization, personnel, and fiscal management
5. Methods of preparing reports
6. Research and survey methods
7. Methods and principles of medical care administration, disease and disability prevention, health promotion, and medical rehabilitation
8. Procedures, planning, implementation, and monitoring of programs
9. Design and plan for coordination of programs with Federal and local agencies
10. Legislative processes

Ability to:

1. Assist in development of public health and health care projects
2. Apply health regulations, policies and procedures
3. Participate in monitoring and evaluating health programs and projects
4. Gather, analyze, and organize data related to health programs
5. Analyze administrative problems and recommend effective action
6. Speak and write effectively
7. Act as program liaison with staff in other programs at the Federal, State, and local level
8. Assist in planning, conducting, and evaluating of field projects
9. Recommend and take actions on a variety of health programs, project activities, staffing, and budgetary processes
10. Analyze proposed legislation, regulations, and health program standards
11. Provide consultation and technical assistance to local agencies
12. Serve on task forces and committees as a program representative

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. The list will expire **12 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 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