



## Medical Program Consultant, DHS

**Exam Code: 1HA35**

**Department:** Department of Health Care Services

**Exam Type:** Open

**Final Filing Date:** September 3, 2021

### CLASSIFICATION DETAILS

**Enter Class Title –** \$14,216.00 - \$16,983.00 per month.

View the [Medical Program Consultant class specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: **September 3, 2021**

**Who Should Apply:** Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

**How to Apply:** To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. 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. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Division  
Selection and Certification Section  
P.O. Box 997411, MS 1300  
Sacramento, CA 95899-7411

You may apply in person at:

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

Phone Number: (916) 552-8270

## MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**NOTE:** Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

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

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**

In the California state service:

1. One year of experience performing the duties of a Medical Consultant II, Department of Health Services; **or**
2. Three years of experience performing the duties of a Medical Consultant I, Department of Health Services.

### **Or II**

Five years of experience in the practice of medicine, two years of which shall have been in an administrative, supervisory, or consultant capacity in a public health or welfare agency or in a medical care or rehabilitation program.

## **POSITION DESCRIPTION**

Under administrative direction, Medical Program Consultants serve as the Department's highest-level medical consultant. Incumbents give professional advice and guidance concerning the scope and quality of medical benefits under the provisions of the Medical Program and perform other related work.

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

## **EXAMINATION INFORMATION**

This examination consists of the following component(s):

**Training and Experience Evaluation – Weighted 100% of the final score.**

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. Applicants who need an alternate testing method should contact us.**

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 training and experience 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 plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Special Testing Arrangements:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## **EXAMINATION 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 the programs and services of such agencies
3. Principles of preventive medicine
4. Principles of community organization and skill in their application
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. Direct the work of others
2. Formulate medical policies, standards, rules and regulations for the Medi-Cal Program
3. Evaluate the quality and scope of medical services provided under this program
4. Analyze situations accurately and take effective action
5. Establish and maintain cooperative relations with those contacted in the work
6. Write effectively
7. Speak effectively before professional and lay groups
8. Effectively contribute to the Department's equal employment opportunity objectives

## GENERAL QUALIFICATIONS

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

## 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, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## TESTING DEPARTMENT

Department of Health Care Services

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services  
Attn: Selection and Certification Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Phone: (916) 552-8270

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State 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.