



Coordinator, Indian Health

Exam Code: 4HA01

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: February 16, 2024

CLASSIFICATION DETAILS

Enter Class Title – \$6,862.00 - \$ 8,527.00.

View the [Coordinator, Indian Health Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date **February 16, 2024**

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

How to Apply: Candidates are required to submit the following two items by the final filing date:

1. **Examination/Employment Application (STD 678)**
2. **Training and Experience Evaluation**

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Evaluation must be completed and submitted separately through Survey Monkey using the link under “Taking the Examination” below.

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 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 Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 345-7161

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.

Experience: Three years of progressively responsible management experience involving a comprehensive knowledge of health program administration including program planning, fiscal management, and personnel administration, in a large departmentalized hospital, health agency, or equivalent organization. At least one year of which must have included direct administrative and management experience with Indian communities or Indian Health Programs. (One year of graduate study with major emphasis in health

program administration or a closely related field may be substituted for up to one year of the required general experience.) (Candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination but must fully meet the experience requirement before being eligible for appointment.)

And

Education: Possession of a bachelor's degree with specialization in a field related to community health, health program administration, business administration, public administration, or a closely related field.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

POSITION DESCRIPTION

The Coordinator, Indian Health, serves as the principal professional consultant in Indian Health to serve the Department of Health Care Services in the planning, development, implementation, coordination, operation, and evaluation of an Indian Health Program; participates as principal consultant in the development of policies and standards for the Indian Health Program of the Department; administers the contracting and grant process for supporting existing urban or rural Indian Health programs, in planning, implementing, and upgrading existing programs to attain a comprehensive health services delivery system for Native American Indians and their families in urban and rural areas of California; participates in the planning, development, and adoption of rules and regulations establishing criteria for reimbursement for direct services to existing urban or rural Indian Health programs providing these services to California Indians; coordinates the Indian Health Program with officials of Federal, State and local governments, local Indian Health projects, Indian tribal leaders, the California Rural Indian Health Board, California Urban Indian Health Council, universities, professional societies, and private and voluntary agencies and organizations; coordinates consultation provided by departmental staff in areas such as budgeting, grant management, health education, nutrition, and family planning; directs continuing studies of the health and related needs of American Indians and their families and evaluates their needs for additional programs and services; evaluates the impact on Indian people of various Indian assistance programs; recruits staff and determines other program needs including priorities, equipment, and staffing; develops and participates in training sessions and consults with the multidisciplinary of the professional health field on the work and progress of the health of Indians; writes papers and articles for publication and disseminates information

regarding the program to interested groups and individuals; addresses interested groups and represents the Department at meetings; dictates correspondence and prepares reports.

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.

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.

TAKING THE EXAMINATION

Take the [Coordinator, Indian Health Examination](#)

Note: Candidates must also submit an application following the instructions under "Application Instructions" above.

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. Health program administration and management, including program planning, fiscal management, and personnel administration
2. Principles and practices of public health, organization, operation, and roles of medical care and health services and public health disciplines, particularly as related to the health problems of American Indians
3. Culture and related needs of American Indians and their families as related to their health problems
4. Existing urban and rural Indian Health programs, community nonprofit, voluntary and other governmental agencies and programs concerned with those needs
5. The Department's Equal Employment Opportunity Program objectives
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Coordinate the work of an interdisciplinary team in the implementation of the Indian Health Program
2. Provide consultation; work with, and secure the cooperation of individuals and agencies in the development and upgrading of health programs
3. Prepare papers and reports for publication
4. Analyze situations accurately and take effective action
5. 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 Section

1501 Capitol Avenue, Suite 71.1501

Sacramento, CA 95814

Phone Number: (916) 345-7161

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.

DIVERSITY, EQUITY, AND INCLUSION

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which

reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

DRUG-FREE STATEMENT

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