

DEPARTMENT OF HEALTH SERVICES

714/744 P Street
P. O. Box 942732
Sacramento, CA 94234-7320
(916) 657-0258



November 13, 1999

Medi-Cal Eligibility Branch Information Letter No.: I99-17

TO: All County Welfare Directors
All County Medi-Cal Program Specialists/Liaisons
All MEDS Coordinators

**EXAMINATION ANNOUNCEMENTS: ASSISTANT MEDI-CAL ELIGIBILITY
ANALYST AND ASSOCIATE MEDI-CAL
ELIGIBILITY ANALYST**

The purpose of this communication is to transmit the open examination announcements for the California Department of Health Services' (DHS) civil service classifications: **Assistant Medi-Cal Eligibility Analyst** and **Associate Medi-Cal Eligibility Analyst**. The examination process will consist of a Written Supplement and a Supplemental Application.

Applicants are advised to carefully review the announcement and follow the detailed filing instructions as required. All qualified individuals are encouraged to apply. If a person is uncertain about his and her qualifications or which classification to apply for, we recommend filing an application. DHS personnel staff will make the proper determinations.

This notification is also being sent via an E-Mail. To help us get the word out quickly, please post the Examination announcement where it will be seen by interested persons. **Note: The application and written supplement must be POSTMARKED by November 15, 1999, the final filing date. Facsimiles (faxes) will not be accepted under any circumstances.**

Questions may be directed to Ms. Lisa Williams of my staff at (916) 657-0258.

Given the fast-approaching filing date, we appreciate your assistance in helping us get the word out as quickly as possible. Thank you very much for your cooperation.

Sincerely,

Original signed by

Angeline Mrva, Chief
Medi-Cal Eligibility Branch

Enclosure



OPEN EXAMINATION
**ASSOCIATE MEDI-CAL
 ELIGIBILITY ANALYST**

**SPOT SACRAMENTO
 CONTINUOUS FILING**

IT IS THE 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.

TYPICAL TASKS The Associate Medi-Cal Eligibility Analyst performs the more responsible, varied, and complex work in a variety of consultative and advisory assignments; conducts analysis, evaluation, and implementation of federal and state laws and policies assessing the impact on the counties and their ability to effectively administer public assistance programs. Incumbents provide technical assistance to the counties in the development of regulations and policies. Incumbents work with other state staff to reconcile public assistance program policy with SAWS and other automated systems' capabilities and functional requirements; review test cases to evaluate the accuracy of all new program requirements; analyze errors and make recommendations for corrections to SAWS and/or other automated systems; incumbents may act in a lead capacity over a multidisciplinary group comprised of staff from a variety of agencies.

WHO SHOULD APPLY Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY This is an open examination for the Department of Health Services. Applications are available and may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 657-1423
 714 P STREET, ROOM 850 TDD (916) 657-3042
 P O BOX 942732
 SACRAMENTO, CA 94234-7320

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CONTINUOUS FILING CLOSING DATE This examination is considered continuous filing Applications may be filed on a continuous basis. Candidates may file only once during a 12 month period.

Applications must be submitted by **November 15, 1999**, the final filing date to be considered for the first testing period. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will be held for the next testing period. The supplemental package will be mailed to all competitors who meet the minimum qualifications.

CROSS-FILING INFORMATION If you meet the entrance requirements for this class and for Assistant Medi-Cal Eligibility Analyst scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying in Section 1 of the application Form STD. 678. Acceptance into additional classes may not be considered after the final filing date.

SALARY RANGES \$3764-\$4542 per month

ELIGIBLE LIST INFORMATION An eligible list for the Department of Health Services will be abolished after 12 months unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION ALL APPLICANTS MUST MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR THIS EXAMINATION. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW BY 11/15/99, 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 contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, 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 requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

Education: Equivalent to graduation from college with a minimum of 18 semester or 27 quarter units in the social sciences. (Registration as a senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) Qualifying experience may be substituted for education on a year-for-year basis. **AND**

Experience: Three years of experience supervising professional staff in the performance of eligibility determination for public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC, Food Stamps, and CMSP.

CLASS TITLE: ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST **FFD:** 11/15/99
EXAM CODE: 9HA7802 KH28/4414



EXAMINATION
INFORMATION

This examination will consist of a Written Supplement and a Supplemental Application only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

Written Supplement-Weighted 50%
Supplemental Application-Weighted 50%

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.
5. Analysis methods and the principles of completed staff work.
6. Principles and practices of policy formulation.
7. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation or related areas.

ABILITY TO:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.
6. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems.
7. Develop and evaluate alternatives.
8. Analyze data and present ideas and information effectively.
9. Act in a lead capacity over multidisciplinary groups.

VETERANS
PREFERENCE

Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points through the State Personnel Board. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Health Services, (916) 657-1423, (CALNET) 437-1423, three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, through the internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores. The State Personnel Board 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: 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. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans, and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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:

From TDD: 1-800-735-2929

From VOICE TELEPHONE: 1-800-735-2922



OPEN EXAMINATION
**ASSISTANT MEDI-CAL
 ELIGIBILITY ANALYST**

**SPOT SACRAMENTO
 CONTINUOUS FILING**

IT IS THE 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.

| | |
|--|--|
| TYPICAL TASKS | Under supervision, the Assistant Medi-Cal Eligibility Analyst performs consultative and advisory assignments; analyzes and evaluates Federal law and policy for development of state and local operations, procedures, and systems to be implemented at the county level. The Assistant Medi-Cal Eligibility Analyst determines the impact on county welfare departments, including automated and manual systems, equipment, budgeting, staff support, forms development, benefit issuance, and training. The Assistant Medi-Cal Eligibility Analyst provides training to county staff on policies and procedures; integrates state policies and procedures with the county welfare departments' policies and procedures for application among the counties' manual and automated systems, as well as the State's automated systems. |
| WHO SHOULD APPLY | Persons who meet the minimum qualifications (entrance requirements) as stated. Applications will NOT be accepted on a promotional basis. |
| HOW TO APPLY | <p>This is an open examination for the Department of Health Services. Applications are available and may be filed in person or by mail with:</p> <p style="text-align: center;"> DEPARTMENT OF HEALTH SERVICES 714 P STREET, ROOM 850 P O BOX 942732 SACRAMENTO, CA 94234-7320 </p> <p style="text-align: right;"> (916) 657-1423 TDD (916) 657-3042 </p> <p style="text-align: center;">DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p> |
| CONTINUOUS FILING CLOSING DATE | <p>This examination is considered continuous filing. Applications may be filed on a continuous basis. Candidates may file only once during a 12-month period.</p> <p>Applications must be submitted by November 15, 1999, the closing date to be considered for the first testing period. Applications postmarked, personally delivered, or received via interoffice mail after the closing date will be held for the next testing period. The supplemental package will be mailed to all competitors who meet the minimum qualifications.</p> |
| CROSS-FILING INFORMATION | If you meet the entrance requirements for this class and for Associate Medi-Cal Eligibility Analyst scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying in Section 1 of the application Form STD. 678. Acceptance into additional classes may not be considered after the final filing date. |
| SALARY RANGES | <p>Range A: \$2610-\$3010 per month Range B: \$3130-\$3764 per month</p> <p>Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B. Range B. This range shall apply to incumbents who have satisfactorily completed one year performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range A; or two years of experience performing supervising professional staff in the performance of eligibility determination for public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC, Food Stamps or CMSP.</p> |
| ELIGIBLE LIST INFORMATION | An eligible list for the Department of Health Services will be abolished after 12 months unless the needs of the service and conditions of the list warrant a change in this period. |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>ALL APPLICANTS MUST MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR THIS EXAMINATION. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW BY THE CLOSING DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</p> <p>NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p> |
| MINIMUM QUALIFICATIONS | Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement. |



EXAMINATION
INFORMATION

Education: Equivalent to graduation from college with a minimum of 18 semester or 27 quarter units in the social sciences. (Registration as a senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) Qualifying experience may be substituted for education on a year-for-year basis. And

Experience: One year of experience supervising professional staff in the performance of eligibility determination for public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC, Food Stamps, and CMSP.

This examination will consist of a Written Supplement and a Supplemental Application only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

Written Supplement-Weighted 50%
Supplemental Application-Weighted 50%

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.

ABILITY TO:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.

VETERANS
PREFERENCE

Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points through the State Personnel Board. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Health Services, (916) 657-1423, (CALNET) 437-1423, three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, through the internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: 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. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans, and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.