



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MEDICAL ADMINISTRATOR I

Schematic Code: SH33 Classification Code: 7674 Exam Code: 3H1AA

Examination Type: Open Continuous

FINAL FILING DATES

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

March 15, 2018

June 15, 2018

September 17, 2018

December 17, 2018

November 15, 2017

March 15, 2019

SALARY

\$13,344 – 16,164 per month

EQUAL EMPLOYMENT OPPORTUNITY

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.

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance* (see below) 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 candidate will be eligible for appointment.)

AND

Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by written statement from Secretary of the Board.

AND

Five years of increasingly responsible administrative, supervisory and/or consultative experience as either a Board-eligible or Board-certified physician in a public health program with at least three of the five years in an administrative or supervisory capacity. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

***The Board of Medical Quality Assurance changed and is now named the Medical Board of California (MBC).**

NOTE: Applicants who already possess the medical license and specialist certification must show the license and certification numbers, titles, and expiration dates on the application.

GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION

TYPICAL TASKS

The Public Medical Administrator I under administrative direction, plans, organizes, and directs a major statewide public health medical program or programs typically at the fourth organizational or branch level; develops general program policy with a major emphasis on the medical aspects and

health issues of the program; plans, oversees, and is responsible for comprehensive studies of a major health problems and programs; develops statewide standards impacting counties and local medical services; coordinates various programs at Federal, State, and local levels. (These programs are sensitive, highly visible programs characterized by significant public interest and/or controversy and requiring high level medical expertise in addition to general managerial skills.)

HOW TO APPLY

To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

SUPPLEMENTAL RESPONSES

Applications and any additional documents must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Submit ([California State Application STD 678](#)) and any additional documents to:

DEPARTMENT OF PUBLIC HEALTH
Examination Services Unit
1615 Capitol Ave., 4th floor, Suite 73-430
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)
THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION

All questions regarding this examination (including the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc.) may be directed to the contact information below:

PHONE NUMBER: 916-558-1753

EXAMINATION INFORMATION

The examination will consist of a Supplemental Application weighted 100%. Applicants are required to respond to the four supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Public Health Medical Administrator I level. Responses to the supplemental items will be assessed based on predetermined job-related 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 required under the minimum qualifications.

The California Department of Public Health 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.

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 must include “to” and “from” dates (month/day/year), time base, job titles and/or 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. Applications received without this information will be rejected. Applicants must submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

Each applicant for this examination must complete and submit responses to the six supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

When responding to the supplemental items, please follow these guidelines:

1. Your responses must be typewritten or generated by word processing on 8½” X 11” paper.
2. Your responses must be limited to one page per item.
3. Identify each page with your full name.
4. Make sure your responses are complete, specific, clear, and concise.
5. Answer each numbered item separately indicating the corresponding item number for each response. You may include multiple responses on a single page.
6. Include place of employment, pertinent dates, duties performed, etc., when responding to items.
7. In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.

NOTE: Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental items.

Supplemental Questions:

1. Describe your experience developing program policy with a major emphasis on the medical aspects and health issues of the program.

2. Describe your experience coordinating various public health programs at the federal, state, and local levels.
3. Describe your training and experience that demonstrates your ability to be an effective manager of a public health program or project. In your response, include the measures you took to accomplish the goals of retention and staff development, and the outcome of those measures.
4. Are you in the process or do you plan on obtaining a California medical license?

SCOPE OF EXAMINATION: 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:

Knowledge of:

1. Principles and practices of general medicine with particular emphasis on public health.
2. Current programs, problems and trends in public health.
3. Operating policies, standards and functions of the public.
4. State, Federal and local public health programs.
5. Principles and practices of public administration including fiscal, personnel management and supervision.
6. Equal employment opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.
7. Manager/supervisor's role in the implementation of the department's equal employment opportunity program and accompanying policies to promote fair and equitable hiring and employment decisions within the work unit.
8. The cultural differences of a diverse subordinate staff to ensure that supervisory decisions and expectations related to staff interaction, work task completion, assignment of work, and general oversight activities take into consideration the needs of each staff member individually and collectively.
9. Effective supervisory principles, practices and techniques to appropriately and effectively plan, oversee, and direct the work activities of subordinate staff.
10. Program and the processes available to meet affirmative action objectives.

Skill to:

1. Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters, adjusting the level and tone of the message appropriately for the particular audience.
2. Give clear accurate instructions and directions to a variety of audiences.
3. Make clear and concise presentations to a variety of audiences.
4. Introduce changes in the work unit in a positive manner in an effort to generate support for the changes and to minimize impact or perceived impact on staff.
5. Establish processes and controls to ensure timely and consistent completion of staff work and projects.
6. Develop policies and procedures to provide for the effective operation of the work unit.
7. Oversee the application of established priorities and service levels for the work unit to ensure that long-term objectives and short-term demands of the work unit are effectively and efficiently addressed.
8. Actively promote the department's equal employment opportunity policies and practices in making hiring and employment decisions.

9. Apply organizational sensitivity techniques and principles in directing and overseeing the work activities of subordinate staff to ensure that supervisory/management actions taken reflect an interest in enhancing work unit operations and providing appropriate direction and oversight to staff.
10. Plan and organize the work of subordinate staff.
11. Direct and oversee the work of subordinate staff.

Ability to:

1. Provide leadership.
2. Effectively plan, organize, direct and coordinates a major public health program of statewide scope.
3. Adapt to the responsibilities and demands of the management role in a major public health agency.
4. Adapt to new leadership and direction and effectively implement policy and program changes.
5. Effectively secure the cooperation of all groups' interest in promoting public health.
6. Analyze situations accurately and adopt an effective course of action.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Communicate effectively.
- 9.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement 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. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing 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.

VETERAN'S PREFERENCE

Pursuant to Government Code Section 18973.1, Veteran's Preference will be awarded in this examination 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.

HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (<https://jobs.ca.gov/PDF/SPB1093.pdf>). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (<http://www.cdva.ca.gov>).

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

CONDITONS OF EMPLOYMENT (631)

Examination Title: Public Health Medical Administrator I

Name: _____ (Print: first, middle initial, last)

Final Filing Dates:

March 15, 2018

June 15, 2018

September 17, 2018

December 17, 2018

November 15, 2017

March 15, 2019

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____

Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

- ☐ Full Time
- ☐ Part Time (regular hours less than 40)
- ☐ Intermittent (on call)
- ☐ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your name, examination title, and identification number.

Signature: _____ Date: _____