



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

HEALTH EDUCATION CONSULTANT III (SPECIALIST)

Schematic Code: TU25 Classification Code: 8313 Exam Code: 5H175

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 16, 2021

June 17, 2021

September 17, 2021

December 17, 2021

SALARY

\$6003 - \$7878 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

Either One

One year of experience performing the duties of a Health Education Consultant II in California state service.

Or Two

Three years of progressively responsible post master's experience in planning, directing, and conducting public health education programs, two years of which must have been as a Senior Health Educator or Director of Health Education in a large local health agency. (Experience gained in California state service applied toward this pattern must include one year performing duties comparable to the Health Education Consultant II.)

AND

Possession of a master's degree with specialization in public or community health education awarded on completion of a program of study accredited by the [Council on Education for Public Health](#) sanctioned by the American Public Health Association.

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

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

Positions at this level are responsible for functioning as nonsupervisory technical specialists in the most difficult, complex, and/or sensitive programs; and making recommendations in policy development in their areas of expertise. Positions are allocated to this class where the level of expertise required is definably greater than at the journey level. Incumbents serve as highly skilled technical program education consultants or as recognized authorities in areas of extreme sensitivity, and/or complexity. Incumbents have statewide responsibility for the health education and related components of a major statewide project or program and may have coordinating or lead responsibility for health education and other professional-technical health staff. The policy and/or program development responsibility at this level may have significant impact on other departmental health programs or on local, State, or Federal agencies. The work performed at this level has the potential for resulting in establishment of new programs or major modification of existing programs. Under general direction, incumbents provide the most complex consultation; develop, plan, organize, coordinate, implement, and evaluate the health education and related components of major statewide

projects or programs; evaluate and ensure statewide program consistency; provide professional and administrative guidance to program/project staff in a lead capacity; propose and develop programs, legislation, regulations, policy, and procedures; and other related work.

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

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email to CDPHEExamUnit@cdph.ca.gov. Mailed and dropped off applications will still be accepted but may have delays in processing.

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:

Via Email:

CDPHEExamUnit@cdph.ca.gov

Submit via mail to:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR),
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: 916-650-0436

EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

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 methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
4. Media and material production, communication, dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
5. Relevant policies, procedures, and strategies to promote effective local, state, or national health programs and initiatives
6. Cultural populations.
7. Health care system, including administration and organization plans and programs.

8. Factors considered in health care systems decision making.
9. Principles, methods, and techniques effective in the planning and implementation of a health education program.
10. Materials and literature on public health education.
11. Principles and methods of community organization and group process.
12. Educational theory for multiple audiences.
13. Principles and practices of public health administration.
14. Principles and methods of consultation.
15. Methods of community study and of evaluation methods applicable to health education practice.
16. Public health principles, programs and practice at the national, State, and community levels.
17. Theories and processes of education and their relationship in bringing about voluntary behavioral change.
18. Principles and methodology of research.
19. Contract negotiations and administration.
20. Management problem-solving methods.
21. Interagency and interdisciplinary relationships.
22. Current trends in the field of health education and health care services.
23. Principles and practices of policy development.
24. Preparation and planning for coordination of programs with other governmental or private agencies in the development or implementation of health education programs.
25. Software programs to complete reports, analyze data, conduct research and communicate with others.

Ability to:

1. Communicate information and ideas orally and in writing.
2. Read and understand information and ideas.
3. Train others in the principles and practices of health education.
4. Develop, implement and evaluate complex health education programs and projects.
5. Conduct conference workshops and training programs
6. Establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.
7. Communicate health education knowledge for application by other disciplines and the public.
8. Analyze situations accurately and take effective action.
9. Prepare reports.
10. Apply principles and methodology of research.
11. Recognize, assess, and develop solutions to problems associated with health education programs.
12. Develop, implement, and evaluate the most complex, controversial, sensitive, and/or difficult programs, projects and policies.
13. Plan, organize, direct, and coordinate the work of an interdisciplinary team in the implementation of health education programs.

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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Health Education Consultant III (Specialist)

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

Final Filing Dates:

March 16, 2021

June 17, 2021

September 17, 2021

December 17, 2021

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: _____