



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **SENIOR HEALTH PHYSICIST**

**Schematic Code: HX20 Classification Code: 3802 Exam Code: 6H1BC**

### **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 11, 2024**

**September 9, 2024**

#### **SALARY**

**\$7,899 - \$10,309 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**

Two years of experience performing the duties of an Associate Health Physicist in California state service.

## **Or Two**

Four years of professional experience in health physics or a closely related field, at least two years of which must have included responsibility for a major program in radiological health in a supervisory capacity.

## **AND**

Graduation from college with a major in radiologic health, radiologic science, health physics, engineering, mathematics, physical science or a closely related field. (One year of full-time graduate work in radiologic health, radiologic science, health physics, engineering, mathematics, physical science, life science may be substituted for one year of the required general experience.)

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**

This is the first supervisory level in this series. Incumbents, under general direction, plan, organize, and direct a specific major program for the regulation and control of sources of ionizing radiation; provide high level consultation, technical assistance, and training in health physics, radiation detection, measurement, and protection to State and local agencies and others; develop criteria for radioactive materials licensing; develop criteria and procedures for inspecting installations for potential or existing radiation hazards; prepare plans and direct field operations to obviate health hazards caused by radiation accidents; plan and conduct special studies and investigations and develop and disseminate findings, correlate and interpret the findings, investigations and studies of other disciplines as they relate to the field of health physics; prepare recommendations and assist in the development of radiation control rules and regulations; develop and disseminate information to the public; prepare and review technical reports and correspondence; address interested groups; and do other related work. Positions in this class are supervisory. Incumbents perform duties which are substantially different from those of subordinates and have the authority, in the interest of management to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly direct them or adjust their grievances, or effectively recommend such action. The intent is to exclude lead persons.

## 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](mailto: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:

By Mail:

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 (CaIHR)**  
**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:

**EMAIL:** [CDPHEExamUnit@cdph.ca.gov](mailto:CDPHEExamUnit@cdph.ca.gov)

## EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Senior Health Physicist examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

The participating department's reserves the right to revise the examination plan to better meets the needs of the service if the circumstances under which this examination has changed. 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:** Rankings 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. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and free of mechanical errors.
2. Effective time management techniques that provide for prioritization and completion of work assignments for self and subordinate staff.
3. Basic research techniques.
4. State (Title 17) and federal (Title 10) regulations.
5. Supervisor's role in the implementation of the Department's Equal Employment Opportunity program.
6. Appropriate employee corrective action(s) and progressive disciplinary techniques.
7. Mathematical equations related to radiation measurements protection.
8. California Health and Safety codes.
9. Quality control for mammography.
10. Radiation detection instrumentation.
11. Bill analysis' policy and procedures for development of analysis.
12. Inspection principles used to evaluate X-ray and radioactive material users in California.
13. Internal policies related to licensing and enforcement activities.
14. Supervisor's role in the implementation of the Americans with Disabilities Act.
15. Department's required format, style, and standards for written materials to ensure that materials prepared and reviewed are complete, accurate and in conformance with such standards.
16. Development of radiation control, rules, and regulations.
17. Budget expenditures and revenues pertaining to the section.
18. Emergency response procedures needed to respond to accidents involving radioactive materials.
19. Job related computer programs used as tools for licensing compliance and emergency response activities.
20. Licensing and inspection procedures related to possession, use, and disposal and transportation of radioactive materials in California.
21. Regulations and standards to review and evaluate applications for radioactive materials use.
22. Policies and procedures for contract management.
23. Regulations and standards to review and evaluate application submitted by physicians or technologist for x-ray machines.

**Skill to:**

1. Prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.
2. Read and comprehend reports, memo, and other job related material and documents.
3. Communicate verbally in a clear and concise manner with a variety of audiences.
4. Exercise sound judgement and common sense when making decisions.
5. Objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
6. Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address chances in assigned goals and objectives.
7. Communicate in writing in clear and concise manner with variety of audiences.
8. Anticipate and meet the needs of customers and users of services.
9. Recognize the ramifications and possible impact of decisions and/or actions in an effort to select the least disruptive and most appropriate course of action.
10. Handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.
11. Develop policies and procedures to provide for the effective operation of the work unit.
12. Resolve problems and concerns related to work unit operations.
13. Introduce changes in the work unit in a positive manner.
14. Analyze radiation program elements.

**Ability to:**

1. Evaluate technical information using health physics practices in industry standards and methodologies.
2. Present ideas and information both orally and writing.
3. Make complex analytical decisions for radiation protection.
4. Develop and maintain effective working relationships with the public and those contacted during the course of business.
5. Evaluate and review licensees' compliance with regulations and health and safety criteria.
6. Adapt to changes in priorities and work assignments.
7. Interpret and apply state (Title 17) and federal (Title 10) regulations.
8. Take action to accomplish organizational goals.
9. Use math equations related to radiation measurements and protection.
10. Interpret complex technical and scientific literature sponsored by national and international commissions/agencies on radiation protection.
11. Promote the Department's Equal Employment Opportunity policies and practices in hiring and employment.
12. Oversee, and direct the work activities of subordinate staff.
13. Provide technical assistance and consultation in radiation detection, measurement, and protection to state and local agencies, laboratories, medical, industrial, and engineering professionals.
14. Develop rules, regulations, and standards for radiation control.
15. Prepare statements and justification accordance with departmental standards.
16. Recognize when staff need initial and continuing, education and training to comply with Radiologic Health Branch guidance.
17. Assume lead responsibilities for the Section.
18. Independently plan radioactive material inspections and/or investigations.
19. Make presentations to public or special interest groups regarding radiation safety and protection.
20. Mediate and negotiate on complex situations and circumstances that require mutual agreement.
21. Review applications for completeness submitted by physicians or technologists for X-ray certification.
22. Review applications for radioactive materials licenses.
23. Operate X-ray machines.

## 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: 1-888-877-537

## CONDITIONS OF EMPLOYMENT (631)

### Examination Title: Senior Health Physicist

Name: \_\_\_\_\_

(Print: first, middle initial, last)

#### Final Filing Dates:

**March 11, 2024**

**September 9, 2024**

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

Contra Costa County (0700) \_\_\_\_\_

Orange County (3000) \_\_\_\_\_

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: \_\_\_\_\_