



OPEN EXAMINATION ANNOUNCEMENT

HEALTH PROGRAM SPECIALIST I

Salary Range: \$5,053.00 - \$6,325.00

Final Filing Date: November 10, 2016

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE 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 TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN examination for the Office of Statewide Health Planning & Development (OSHPD). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit Examination Application (Std. Form 678) to the address listed below. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date will not be accepted for any reason. **Résumés alone will not be accepted.**

EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Indicate in question one on your application, the location where you wish to establish eligibility, either Sacramento or Los Angeles. Candidates may only establish eligibility in one location. Submit completed application to:

**Office of Statewide Health Planning & Development
Human Resources Services**

Attention: Exam Unit

400 R Street- Suite 359

Sacramento, CA 95811-6213

If you have questions concerning this examination, please contact:

Curtis Williams at (916) 326-3208

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Exam Unit at (916) 326-3208.

**QUALIFICATIONS
APPRAISAL INTERVIEW**

It is anticipated that qualifications appraisal interviews will be held **November 2016**.

Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date. Interviews will be held in **Sacramento** and **Los Angeles** only.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required. 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 "Or II", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applications/résumés **MUST** contain the following information: **"to" and "from" dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.**

If an examination requires or accepts education, include on the application under the "Education" section, the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. The same applies to valid licenses, certificates, etc., indicate under the "Licenses" section. If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to one year of the required general experience.)

and

Education: Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

THE POSITION

POSITIONS EXIST IN SACRAMENTO AND LOS ANGELES ONLY.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

SCOPE

Knowledge of:

1. Public health, mental health and health care services program and trends.
2. Problem and procedures involved in establishing community relationships and assessing community health program needs and resources.
3. Preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers.
4. Methods of preparing reports.
5. Research and survey methods.
6. Procedures, planning, implementation and monitoring of programs.
7. Apply health regulations, policies, and procedures.
8. Microsoft office programs.
9. Provide consultation and technical assistance regarding programs.
10. Gather, analyze and organize data related to health programs.
11. Participate in monitoring and evaluating health programs and projects.

Ability to:

1. Apply health regulations, policies and procedures.
2. Participate in monitoring and evaluating health programs and projects.
3. Gather, analyze and organize data related to health programs.
4. Analyze administrative problems and recommend effective action.
5. Speak and write effectively.
6. Work independently.
7. Research and interpret information concerning laws and regulations.
8. Analyze legislative bills which impact OSHPD's programs.
9. Multi-task and prioritize work load.
10. Recognize the sensitive nature and/or political ramifications of a situation.
11. Communicate effectively in stressful situations.

**EDUCATION &
EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**ELIGIBLE LIST
INFORMATION**

An **OPEN** list will be established for OSHPD. The resulting eligible list will be used to fill positions in **Sacramento** and **Los Angeles** only. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's 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.

CAREER CREDITS Career Credits will not be granted in this examination.

CONFIDENTIALITY / SECURITY Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Any person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

General Information

If the candidate's notice of oral interview fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources (CalHR) office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at <https://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) 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 revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform assigned class duties. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Eligible Lists: 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. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or
Hearing Impaired: From **TDD phones** 1-800-735-2929
Voice: 1-800-735-2922