



H1



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **PUBLIC HEALTH MEDICAL OFFICER II**

Schematic Code: SI90 Classification Code: 7722 Exam Code: 8H1AE01

**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:**

**February 16, 2024**

**April 22, 2024**

**June 22, 2023**

**August 19, 2024**

**October 21, 2024**

**December 20, 2024**

### **SALARY**

**\$12,063-\$17,853**

### **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 Medical Board of California (originally known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California 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 candidates will be eligible for appointment.)

### And

#### Either One:

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.

#### Or Two

One year of public health medical experience in a public health agency.

#### Or Three

Two years of full-time experience in preventive medicine in the military service; or two years of post-graduate training or experience in an accepted specialty in an approved hospital or institution.

## 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

A Public Health Medical Officer II independently performs responsible public health medical work either in carrying out a major assignment for the Department of Public Health or does special medical work in the public health program in conjunction with or at the direction of qualified specialists; assists the various divisions of the Department in performing general medical work in a public health program in the offices, laboratories, or clinics; evaluates the effectiveness of administrative, diagnostic, preventive, and therapeutic procedures being used; carries on research programs; directs and works with registered nurses, public health nurses, sanitary inspectors, bacteriologists, communicable disease specialists, industrial hygienists, toxicologists, epidemiologists, statisticians, and other professionals in special public health programs; and addresses, community groups on various public health subjects; prepares correspondence and reports.

## 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.

Via Email:

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

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 (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:

**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 Public Health Medical Officer II 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 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. Current principles and practices of general medicine and skill in their application, including preventive medicine.
2. Principles and practices of public health administration.
3. Key public health topics including communicable disease; occupational and environmental health hazards; injury; maternal child and adolescent health; chronic disease.
4. Purposes and organization of the State Department of Public Health and interrelationships of Federal, State, and local health agencies.
5. Department’s administration policies, including equal employment opportunity/affirmative action program objectives.
6. Principles and practices of quality improvement.
7. Social determinants of health and principles of health equity.
8. Principles of epidemiology and scientific research.
9. Evidence-based practice.
10. Clinical preventive services and the application of screening tools/programs to identify risks for disease or injury, and opportunities to promote wellness.
11. Core public health information topics, such as how data is collected and coded, analysis of data quality and application of findings to prevent medicine and population health.

### **Ability to:**

1. Develop and implement a plan, with measurable goals and objectives, to address a specific health issue or problem.
2. Conduct project management, including planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
3. Analyze situations and translate epidemiologic findings into recommendations and actions for a specific intervention or policy to address a public health problem.
4. Communicate clearly and effectively to a variety of audiences, both orally and in writing.
5. Identify stakeholders and their interests and to establish and maintain cooperative relationships and partnerships.
6. Use information technology for specific applications relevant to public health and general preventive medicine.

7. Interpret relevant laws and regulation relating to protection and promotion of the public's health.
8. Identify ethical, social, and cultural issues relating to policies, risks, research, and interventions.
9. Characterize the health of a community through analysis and interpretation of existing data.
10. Critically review the scientific literature on a specific health issue.
11. Apply program evaluation methods and performance measures.
12. Ability to assess the impact of the health service delivery systems on the health of a defined population.

## **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 **18** 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](http://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 Officer II

Name: \_\_\_\_\_ (Print: first, middle initial, last)

#### Final Filing Dates:

**February 16, 2024**

**April 22, 2024**

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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: \_\_\_\_\_