CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MEDICAL OFFICER III
Schematic Code:  S120 Classification Code:  7705  Exam Code:  8H1AE02

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 20, 2017
April 20, 2017
June 20, 2017
August 18, 2017
October 20, 2017
December 18, 2017
February 20, 2018

SALARY
Range B:  $10477-$14376 per month
Range C:  $10724-$14716 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 (entrance requirements) as stated on this announcement should apply. This is an open examination. Applications will not be processed on a promotional basis and career credits do not apply.

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
Possession of a valid license issued either by the American Board of Internal Medicine, the American Board of Surgery, the American Board of Pathology, the American Board of Pediatrics, the American Board of Anesthesiology, the American Board of Radiology, the American Board of Family Practice, the American Board of Preventive Medicine and Public Health, the American Osteopathic Board of Internal Medicine, the American Osteopathic Board of Pathology, the American Osteopathic Board of Pediatrics, the American Osteopathic Board of Anesthesiology, the American Osteopathic Board of Radiology, the American Osteopathic Board of General Practice, or the American Osteopathic Board of Preventive Medicine or current eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board. (Applicants who can establish specialty board eligibility within six months of the final filing date announced for the civil service examination for this class will be admitted to competition but their names will not be certified from the employee list unless the required verification is submitted within this time limit.)

GENERAL QUALIFICATIONS
In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

POSITION DESCRIPTION
TYPICAL TASKS
A Public Health Medical Officer III typically serves either as the administrator of a major public health technical program area or as a technical consultant to the administrator of a major public health program area assisting in its planning, organization, and direction; and performs other work as required. In either capacity, the Public Health Medical Officer III initiates, plans, and directs comprehensive studies of major health problems and of services and facilities for meeting such problems; supervises professional and clerical personnel engaged in such studies and investigations; advises on and participates in in-service training and other educational activities in the field of special interest; coordinates activities in a special program with other related programs; provides leadership in coordinating interdepartmental programs, and acts as liaison between the Department and other
governmental and voluntary health agencies; prepares reports and correspondence; addresses professional and lay groups.

**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**

**TRAINING AND EXPERIENCE QUESTIONNAIRE**

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 (CalHR)  
THROUGH EMAIL  
THROUGH FAX  
THROUGH INTER-AGENCY MAIL

**CONTACT INFORMATION**
All questions regarding 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**
The entire examination consists of an evaluation of training and experience weighted 100%. The Training and Experience Questionnaire has been designed to elicit specific information regarding each candidate’s education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined 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 what is minimally required.

To obtain a questionnaire click on the following link: PHMOSeriesExaminationApplicationPackage.pdf
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 unofficial/official 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. Current principles and practices of general medicine and public health, and skill in their application.
3. Organization, operation, administration, and practices of preventive medicine and public health programs.
4. Current scientific literature in the field of public health and general preventive medicine.
5. Purposes and organization of the State Department of Public Health and interrelationships of Federal, State, and local health agencies.
6. Role of affiliates, including the principles and practices of medical assistants and public health nursing.
7. Community organization principles.
8. Principles of epidemiology and scientific research.
9. Department’s administrative policies, including equal employment opportunity/affirmative action program objectives.
10. Manager’s role in the Department’s administrative policies, including the processes available to meet equal employment opportunity/affirmative action objectives.
11. Social determinants of health and principles of health equity.
12. Evidence-based practice.
13. Clinical preventive services and the application of screening tools/programs to identify risks for disease or injury, and opportunities to promote wellness.
14. Principles and practices of quality improvement.
15. Appropriate use of management principles in conflict resolution, negotiation, consensus building, problem solving, team building, and change management.

**Ability to:**
1. Plan, organize, design and direct special surveys and consult on, and interpret the results of field surveys.
2. Plan, organize, design and direct special investigations or projects in the field of preventive
3. Identify stakeholders and their interest and to establish and maintain cooperative relationships and partnerships.
4. Conduct educational programs.
5. Communicate clearly and effectively to a variety of audiences, both orally and in writing.
6. Analyze situations and translate epidemiologic findings into recommendations and actions for a specific intervention or policy to address a public health program.
7. Administer public health programs and develop public health policy.

ELIGIBLE LIST INFORMATION
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 a departmental open list established for use by the California 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. All candidates meeting the minimum qualifications will be placed on the eligible list.

VETERAN’S 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 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 (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). Additional information is also available at the Department of Veterans Affairs website (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: Public Health Medical Officer III

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

Final Filing Dates:

February 20, 2017
April 20, 2017
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February 20, 2018

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) _____
Los Angeles County (1900)______
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: _____________________________