



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

## **PUBLIC HEALTH MEDICAL OFFICER III**

Schematic Code: SI20 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 17, 2023**

**April 21, 2023**

**June 21, 2023**

**August 18, 2023**

**October 20, 2023**

**December 21, 2023**

### **SALARY**

**\$12,032 - \$17,333**

### **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**

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**

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 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**

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 (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 Public Health Medical Officer III 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 in 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:** 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 practices of general medicine and skill in the application, including preventive medicine.
2. Organization, operation, administration, and practices of preventive medicine and public health programs.
3. Current scientific literature in the field of public health and general preventive medicine.
4. Purposes and organization of the State Department of Public Health and interrelationships of Federal, State, and local health agencies.
5. Principles of epidemiology and scientific research.
6. Social determinants of health and principles of health equity.
7. Use of evidence-based practice in the conduct of research and evaluation of the effect of certain interventions relationship to desired outcomes.
8. Clinical preventive services and the application of screening tools/programs to identify risks for disease or injury, and opportunities to promote wellness.
9. Principles and practices of quality improvement.

10. Appropriate use of management principles in conflict resolution, negotiation, consensus building, problem solving, team building and change management.
11. Principles and practices of public health administration.
12. Key public health topics including communicable disease; occupational and environmental health hazards; injury; maternal child and adolescent health; chronic disease.
13. Core public health informatics 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. Plan, organize, design and direct special surveys and consult on, and interpret the results of field surveys.
2. Identify stakeholders and their interest and to establish and maintain cooperative relationships and partnerships.
3. Conduct educational programs.
4. Communicate clearly and effectively to a variety of audiences, both orally and in writing.
5. Analyze situations and translate epidemiologic findings into recommendations and actions for a specific intervention or policy to address a public health program.
6. Develop public health policy to effectively run a public health program.
7. Use information technology for specific applications relevant to preventive medicine and public health.
8. Interpret relevant laws and regulations relating to protection and promotion of the public's health.
9. Identify ethical, social, and cultural issues relating to policies, risks, research, and interventions.
10. Characterize the health of a community through analysis and interpretation of existing data.
11. Critically review the scientific literature on a specific health issue for planning, evaluation and implementation of program needs.
12. Apply program evaluation methods and performance measures.
13. Assess the impact of health service delivery systems on the health of a defined population.
14. Identify and coordinate the integrated use of available resources to improve community health.
15. Manage the operation of a program or project, including human and fiscal resources.
16. Provide effective leadership, including creation of a vision, development of a shared strategy, coordination of affected parties and resources, and communication with stakeholders.
17. Develop and implement a plan, with measurable goals and objectives, to address a specific health issue or problem.
18. Conduct project management, including planning, organizing, and directing the work of multidisciplinary professional and administrative staff.

## **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) 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: Public Health Medical Officer III

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

Final Filing Dates:

**February 17, 2023**

**April 21, 2023**

**June 21, 2023**

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**October 20, 2023**

**December 21, 2023**

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: \_\_\_\_\_