CORRECTIONAL HEALTH SERVICES
ADMINISTRATOR I, CORRECTIONAL FACILITY
California Correctional Health Care Services

OPEN – CONTINUOUS FILING

Position Information
Positions currently exist statewide with the California Correctional Health Care Services.

The Correctional Health Services Administrator I, CF under general administrative direction, has overall medical support services and administrative responsibility for a medium-sized health care program to include hospital, psychiatric, and dental services in a State correctional facility.

Salary and Benefit Information
Currently, as of July 1, 2013: $5,312 - $6,601 per month

For a summary of benefits, visit the California Department of Human Resources at:

Who Can Apply
All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications
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 “II,” or “III,” 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.

Either I

Experience: One year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.
Minimum Qualifications (Continued)

Or II

Experience: Three years of progressively responsible experience in medical health care administration which must have included at least two years with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.)

(Experience in the California state service applied to this requirement must be of at least the level, duration, and type specified in Pattern I above.)

And

Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

Examination Information
This examination will consist of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
**Examination Information (Continued)**

**TRAINING AND EXPERIENCE ASSESSMENT**
**WEIGHTED 100%**

**Knowledge of:**
1. Principles and practices of organization, supervision and management.
2. Problems involved in administrative health services support programs of a hospital.
3. Program development and evaluation techniques.
4. Objectives of the treatment programs of a hospital.
5. The Department's Equal Employment Opportunity (EEO) objectives.
6. A manager's role in the EEO Program and the processes available to meet EEO objectives.

**Ability to:**
1. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility.
2. Establish and maintain effective working relationships with medical and psychiatric professional staff and with others.
3. Collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports.
4. Analyze situations accurately and take effective action.
5. Supervise, train and motivate staff to achieve maximum effectiveness.
6. Communicate effectively.
7. Effectively contribute to the Department's EEO objectives.

**How to Apply and Test**
Submit an Examination Application (Std. Form 678) and Training and Experience Assessment for this examination.

<table>
<thead>
<tr>
<th>By mail:</th>
<th>OR</th>
<th>In person:</th>
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<tbody>
<tr>
<td>California Correctional Health Care Services</td>
<td>California Correctional Health Care Services</td>
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<tr>
<td>Selection Services Section, D1</td>
<td>8280 Longleaf Drive</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 588500</td>
<td>Suite 101, Drop Box</td>
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<tr>
<td>Elk Grove, CA 95758</td>
<td>Elk Grove, CA 95758</td>
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If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.
How to Apply and Test (Continued)
The Training and Experience Assessment for the Correctional Health Services Administrator I, Correctional Facility can be downloaded from State Personnel Board’s website at www.jobs.ca.gov, CCHCS’ website at www.cphcs.ca.gov or CDCR’s website at www.cdcr.ca.gov or copies can be obtained by calling (916) 691-5894.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services’ Selection Services Section at (916) 691-5894 to make specific arrangements.

Eligible List Information
The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

Veterans Points and Career Credits
Veteran’s Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.
General Information

Applications are available at the State’s career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a 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.

The California Correctional Health Care Services 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 civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. 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 special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call (916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.
## TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- [ ] (D) Permanent Full-Time
- [ ] (K) Limited-Term Full-Time
- [ ] (R) Permanent Part-Time
- [ ] (U) Limited Term Part-Time
- [ ] (T) Permanent Intermittent
- [ ] (A) Any

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**NOTE:** California State Prison has been abbreviated to "CSP". Youth Correctional Facility has been abbreviated to "YCF".

### (5) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

- 7238 **UPPER NORTHERN REGION** – If this box is marked, no further selection is necessary.
  - ADULT FACILITIES:
    - [ ] 7238 Pelican Bay State Prison
    - [ ] 1802 California Correctional Center
      - [ ] 0802 Susanville, Lassen County
      - [ ] 1805 High Desert State Prison
      - [ ] 1805 Susanville, Lassen County

- 7231 **NORTHERN REGION** – If this box is marked, no further selection is necessary.
  - ADULT FACILITIES:
    - [ ] 0309 Mule Creek State Prison
    - [ ] 2102 CSP, San Quentin
      - [ ] 3901 Deuel Vocational Institution
        - [ ] 3901 Tracy, San Joaquin County
      - [ ] 3902 DeWitt Correctional Facility
        - [ ] 3902 Stockton, San Joaquin County
      - [ ] 3914 California Health Care Facility
        - [ ] 3914 Stockton, San Joaquin County
      - [ ] 4804 California Medical Facility
        - [ ] 4804 Vacaville, Solano County
    - [ ] 3400 Folsom State Prison
    - [ ] 3417 Richard A. McGee Correctional Training Center
      - [ ] 4811 CSP, Solano
        - [ ] 4811 Vacaville, Solano County
    - [ ] 3423 CSP, Sacramento
    - [ ] 5505 Sierra Conservation Center
      - [ ] 5505 Jamestown, Tuolumne County

- 7232 **CENTRAL REGION** – If this box is marked, no further selection is necessary.
  - ADULT FACILITIES:
    - [ ] 1015 Pleasant Valley State Prison
      - [ ] 1608 California Substance Abuse Treatment Facility
        - [ ] 1608 Corcoran, Kings County
      - [ ] 1603 Central California Women’s Facility
        - [ ] 1603 Chowchilla, Madera County
    - [ ] 1513 Wasco State Prison
      - [ ] 2003 Valley State Prison for Women
        - [ ] 2003 Chowchilla, Madera County
      - [ ] 2701 Correctional Training Facility
        - [ ] 2701 Soledad, Monterey County
    - [ ] 1514 North Kern State Prison
      - [ ] 2708 Salinas Valley State Prison
        - [ ] 2708 Soledad, Monterey County
    - [ ] 1522 Kern Valley State Prison
    - [ ] 1605 Avenal State Prison
    - [ ] 1606 CSP, Corcoran
      - [ ] 4005 California Men’s Colony
        - [ ] 4005 Corcoran, Kings County

- 7233 **SOUTHERN REGION** – If this box is marked, no further selection is necessary.
  - ADULT FACILITIES:
    - [ ] 1307 Calipatria State Prison
      - [ ] 3313 Chuckawalla Valley State Prison
        - [ ] 3313 Blythe, Riverside County
    - [ ] 1503 Centinela State Prison
      - [ ] 3329 Ironwood State Prison
        - [ ] 3329 Blythe, Riverside County
      - [ ] 3612 California Institution for Men
        - [ ] 3612 Chino, San Bernardino County
      - [ ] 3613 California Institution for Women
        - [ ] 3613 Corona, San Bernardino County
    - [ ] 1523 California City Correctional Facility
    - [ ] 1995 CSP, Los Angeles
    - [ ] 3310 California Rehabilitation Center
      - [ ] 3715 R.J. Donovan Correctional Facility
        - [ ] 3715 San Diego, San Diego County

### **YOUTH FACILITIES:**

- 5610 Ventura YCF
  - [ ] 5610 Camarillo, Ventura County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Selection Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.

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