



# HEALTH PROGRAM MANAGER III

KH02/8429 – Exam Code: 9RC76

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION,  
FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

## EXAMINATION BASE

**MULTI-DEPARTMENTAL OPEN FOR:**

**California Prison Health Care Services (CPHCS)  
California Department of Corrections and Rehabilitation (CDCR)**

Positions currently exist statewide with CPHCS.

## POSITION DESCRIPTION

A Health Program Manager III, has full management and supervisory responsibilities for complex statewide health programs and are usually at the major section or above and are typically characterized by one of the following criteria:

- 1) In charge of a large, well-defined multifaceted health program through multilevel subordinate supervisors and a large, multidisciplinary technical/professional staff; or
- 2) In charge of a moderate-size health program with at least two of the following characteristics:
  - a) New program area with evolving or rapidly changing technology,
  - b) Program not clearly defined, requiring development of program definition, policy and resources,
  - c) Highly sensitive/controversial subject matter,
  - d) Significant, immediate and long-range impact on other programs, public and private industry; or
- 3) In charge of a small highly visible program characterized by broad policy development and implementation, where the nature of such program and policy recommendations is extremely sensitive and controversial, far-reaching and highly visible both within and outside the department; or
- 4) Serve as the assistant program manager to a branch, exempt or C.E.A. administrator or divisional Deputy Director with additional line management and supervisory responsibility for two or more programs at the section level or above. Where positions are allocated on the basis of the size and complexity of the program must be such that the delegation of this authority will not adversely impact the allocation of the administrator.

## WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

## HOW TO APPLY

The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Health Program Manager III is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

[http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp)

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

**APPLICATION  
DEADLINE/  
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

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

**SALARY RANGE**

Currently, as of July 1, 2007:

**\$6,779 - \$7,474 per month**

**BENEFITS**

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**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.

Candidate must meet the following minimum qualifications to be admitted to the examination process.

**Either**

**Experience:** One year experience in the California state service performing duties equivalent to a Health Program Specialist II or Health Program Manager II.

**Or II**

**Experience:** Two years of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I, of which one year must have included supervisory experience.

**Or III**

**Experience:** Five years of progressively responsible experience in health program administration at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or closely related health professional field may be substituted for 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 field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

**EXAMINATION PLAN      TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%**

This examination consists 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.

Knowledge of:

1. Public health, mental health and health care services programs and trends.
2. Problems 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. Principles and methods of public administration including organization, personnel and fiscal management.
5. Methods of preparing reports.
6. Research and survey methods.
7. Methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation.
  
8. Procedures, planning, implementation and monitoring of programs.
9. Design and plan for coordination of programs with Federal and local agencies; legislative processes.
10. Principles and practices of employee supervision, development and training.
11. Methods and techniques of effective leadership.
12. Federal, State and local health programs, policies, objectives, and constraints.
13. The department's Equal Employment Opportunity objectives.
14. A supervisor's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.
15. Health program administration, including program policy development.
16. Program planning and implementation, Program evaluation and use of supportive staff services.
17. Formal and informal aspects of the legislative and regulatory process.
18. Principles and techniques of management and public administration.
19. Federal, State and local standards, issues, policies and priorities related to health services financing, health services delivery, health promotion, disease prevention, and environmental factors impacting health .
20. Health program administration, including program policy development.
21. Program planning and implementation, Program evaluation and use of supportive staff services.
22. Formal and informal aspects of the legislative and regulatory process.

Ability to:

1. Assist in development of public health and health care projects.
2. Apply health regulations, policies and procedures.
3. Participate in monitoring and evaluating health programs and projects.
4. Gather, analyze and organize data related to health programs.
5. Analyze administrative problems and recommend effective action.
6. Communicate effectively.
7. Act as program liaison with staff in other programs at the Federal, State, and local level.
8. Assist in planning, conducting and evaluating of field projects.
9. Recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes.
10. Analyze proposed legislation, regulations and health program standards.
11. Provide consultation and technical assistance to local agencies.
12. Serve on task forces and committees as a program representative.
13. Supervise staff.
14. Manage a health program or project.
15. Establish and maintain priorities.
16. Effectively utilize available resources.

**EXAMINATION PLAN  
CONTINUED**

17. Apply and recommend changes in health regulations, policies and procedures.
18. Establish and maintain cooperative relations with a variety of governmental, educational and provider entities.
  
19. Effectively contribute to the department's Equal Employment objectives.
20. Manage a major health program(s) or project.
21. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health programs and project activities.
22. Work effectively with various health disciplines and community agencies and lenders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations and procedures.
23. Negotiate and coordinate policy relationships with Federal, State and local agencies.
24. Utilize public administration methods including budgeting and personnel practices in achieving implementation of legislation and new health programs statewide.
25. Serve as a technical program expert to higher level management and represent the department's position before legislative committees and other State agencies.
26. Manage a major complex health program
27. Creatively utilize a variety of management techniques to resolve complex health issues and health program problems.

**ELIGIBLE LIST  
INFORMATION**

An open merged eligible list will be established for CPHCS and CDCR. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**VETERANS POINTS/  
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 Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. 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) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**The California Prison 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 12<sup>th</sup> 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 CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038  
[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

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