



**HEALTH PROGRAM SPECIALIST I  
HEALTH PROGRAM MANAGER I**  
California Correctional Health Care Services  
California Department of Corrections and Rehabilitation

**OPEN – CONTINUOUS FILING**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*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.*

**Position Information**

Positions currently exist statewide with the California Correctional Health Care Services and California Department of Corrections and Rehabilitation.

A Health Program Specialist I functions as a highly skilled, technical program consultant in areas of extreme sensitivity and with responsibility for coordinating the development of broad policy with multiple departmental, immediate, and long-range impact. Positions at this level are those where the level of expertise required is definably greater than that for any other supervisory position at this level and the function performed is critical to the department's basic mission.

A Health Program Manager I, under general direction, supervises a small technical/professional staff performing journey level work in planning, implementing, and monitoring health programs and projects, and personally performs the most difficult or sensitive work. Positions at this level are characterized by one of the following criteria: 1) are responsible for a multi-county area of a complex statewide health program(s), supervising diverse technical/professional staff; or 2) in a well-defined statewide program, are responsible for both program and staff services support functions, supervising a small group of technical/professional staff, and serving as a technical consultant; or 3) are responsible for a statewide component of a complex program supervising a small technical staff.

**Salary and Benefit Information**

Currently, as of October 1, 2016:

Health Program Specialist I – **\$5,053 - \$6,325 per month**

Health Program Manager I – **\$5,470 - \$6,796 per month**

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

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**Who Can Apply**

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



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**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 performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to 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 health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

**Examination Information**

These examinations 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.

**TRAINING AND EXPERIENCE ASSESSMENT  
WEIGHTED 100%**

**Both Classifications:**

**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;



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**Examination Information (Continued)**

**Knowledge of:**

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. Designing and planning for coordination of programs with federal and local agencies;
10. Legislative processes.

**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. Speak and write effectively;
7. Act as program liaison with staff in other programs at the federal, State, and local level;
8. Assist in the 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.

**Health Program Manager I only:**

**Knowledge of:**

1. Principles and practices of employee supervision, development, and training;
2. Methods and techniques of effective leadership;
3. Federal, State, and local health programs, policies, objectives, and constraints;
4. Equal Employment Opportunity (EEO) Program objectives.

**Ability to:**

1. Supervise staff;
2. Manage a health program or project;



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**Examination Information (Continued)**

**Ability to:**

3. Establish and maintain priorities;
4. Effectively utilize available resources;
5. Apply and recommend changes in health regulations, policies, and procedures;
6. Establish and maintain cooperative relations with a variety of governmental, educational, and provider entities;
7. Effectively carry out EEO Program objectives.

**How to Apply and Test**

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for these examinations either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The T&E for these examinations can be found on our website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or a copy can be obtained by calling (916) 691-5894.

By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

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.

If you meet the entrance requirements for the Health Program Specialist I and Health Program Manager I, you may file for both examinations on a single application. However, you must list the examination title(s) of each examination you wish to file for and you will only be considered for the examination(s) that you have listed on your application.

Only applications with an original signature will be accepted.

The testing period for these examinations 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' Examination Services at (916) 691-5894 to make specific arrangements.



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**Eligible List Information**

The resulting eligible lists will be established to fill vacancies within the California Correctional Health Care Services and California Department of Corrections and Rehabilitation. 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 T&E to re-establish list eligibility.

**Veteran's Preference and Career Credits**

Veteran's Preference will be awarded in these examinations. All persons who successfully pass these examinations, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in these examinations.



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.

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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.

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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 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).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at <http://www.calvet.ca.gov/>. Veteran's Preference is not granted once a person achieves permanent civil service status.

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.