HEALTH PROGRAM SPECIALIST I
California Department of Corrections and Rehabilitation

OPEN – CONTINUOUS FILING

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

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.

Salary and Benefit Information
Currently, as of July 1, 2007: $4,833 - $5,874 per month

Through June 30, 2013, full-time employees’ monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base.

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.

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.)
Minimum Qualifications (Continued)

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
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.

TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%

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 planning for coordination of programs with Federal and local agencies.
10. Legislative processes
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Examination Information (Continued)

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 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.

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

By mail:
California Correctional Health Care Services
Selection Services Section, D1
P.O. Box 588500
Elk Grove, CA 95758

In person:
California Correctional Health Care Services
Selection Services Section
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.

The Training and Experience Assessment for the Health Program Specialist I 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.
How to Apply and Test (Continued)
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 Department of Corrections and Rehabilitation and 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.
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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.