



**HEALTH RECORD TECHNICIAN II (SPECIALIST)
HEALTH RECORD TECHNICIAN II (SUPERVISOR)
California Correctional Health Care Services**

OPEN – CONTINUOUS FILING

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

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.

A Health Record Technician II (Specialist) abstracts diagnostic and treatment information from hospital medical records; converts data collected into a form for statistical use; and performs other related duties.

The Health Record Technician II (Supervisor) supervises five or more persons doing routine coding work; reviews prepared abstracts for completeness, clarity, and quality of content; assists in the training and instruction of records personnel in facilities providing data; writes reports of findings when necessary; and performs other related duties.

Salary and Benefit Information

Currently, as of October 1, 2016:

Health Record Technician II (Specialist): **\$3868 - \$4354 per month**

Health Record Technician II (Supervisor): **\$3,984 - \$4,485 per month**

This salary range applies to incumbents appointed to all Adult Institutions and Division of Correctional Health Care Services.

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.

Education: Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year-basis.) **And**

Either I

Two years of experience in California state service performing the duties of a Health Record Technician I.



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Minimum Qualifications (Continued)

Or II

Four years of increasingly responsible medical health records experience performing a variety of tasks, including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in a medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

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. Basic medical terminology, human terminology, and human anatomy;
2. Health record systems and methodology used in health facilities;
3. Classification of morbidity and mortality information for statistical purposes.

Ability to:

1. Understand and conform to specific basic principles and rules of health data abstracting and coding;
2. Meet and deal tactfully with the public;
3. Communicate effectively;
4. Benefit from academic and in-service training and job experience.

Health Record Technician II (Supervisor) only:

Knowledge of:

1. Various record systems used by health facilities;
2. Diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology;
3. An understanding of the principles of effective supervision and maintenance of good public relations;
4. The Department's Equal Employment Opportunity (EEO) program and the processes available to meet EEO objectives;
5. Analyze situations accurately and take effective action;
6. Plan, organize, train, and direct the activities of a group of health record technicians;
7. Effectively contribute to a Department's EEO Program objectives.



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How to Apply and Test

The Application and Training and Experience Assessment (T&E) are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the T&E. The application form for Health Record Technician II (Specialist) and Health Record Technician II (Supervisor) is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the T&E for both examinations on the internet by connecting to the following on-line instructions:

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 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.

Eligible List Information

The resulting eligible lists will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the lists 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 lists 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.

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.

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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).

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.cdva.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.