



**HEALTH PROGRAM SPECIALIST II**  
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 at statewide with the California Correctional Health Care Services and California Department of Corrections and Rehabilitation.

A Health Program Specialist II functions as a highly skilled, technical program consultant in programs which are critical to the department's basic mission; provides consultation to State, federal, and local agencies in the planning, implementation, evaluation, and monitoring of health programs, special studies or projects; develops, evaluates, and researches health policy issues; coordinates health program activities; disseminates information to agencies; prepares, monitors, and evaluates contracts for compliance with health regulations; develops and submits grant proposals for funding; defines new programs and identifies resources required; applies and recommends changes in health regulations, policies, and procedures; plans and performs staff work for health-related advisory committees.

**Salary and Benefit Information**

Currently, as of July 1, 2015: \$5,550 - \$6,947 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.

**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**

One year of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.

**Or II**

**Experience:** Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.



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### Minimum Qualifications (Continued)

#### Or III

**Experience:** Four 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 a 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 health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

#### Examination Information

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.

### 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. Designing 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 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.

#### How to Apply and Test

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination 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 this examination 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.

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' Examination Services at (916) 691-5894 to make specific arrangements.



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### **Eligible List Information**

The resulting eligible list 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.

### **Veteran's Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, 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 this examination.



General Information

Applications are available at the State's career website at [jobs.ca.gov](http://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.

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.