



RECEIVER'S MEDICAL EXECUTIVE (SAFETY)

SA10/8239 – Exam Code: 9RC26

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	DEPARTMENTAL OPEN FOR: California Prison Health Care Services (CPHCS)
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 Receiver's Nurse Executive is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the Internet by connecting to the following on-line instructions: <p style="text-align: center;">http://cphcs.hodesiq.com/bl_joblist.asp</p> 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. Applicants must meet the education and/or experience requirements for this examination at the time they file their applications. 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.
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.
EMPLOYMENT TYPE	Positions are limited-term (at-will) for the first two years followed by a one-year probationary period.
SALARY RANGE	Currently, as of November 3, 2008: \$20,000 - \$34,340 per month – (3 Assignment Levels) Institutional, Regional, and Statewide (Monthly starting salaries are based on assignment and qualifications)
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

**POSITION
DESCRIPTION**

ASSIGNMENT POSITION DESCRIPTIONS WITHIN THE CLASSIFICATION

INSTITUTION CHIEF OF MEDICAL SERVICES

Positions assigned to this level are the highest ranking medical manager within a Department of Corrections and Rehabilitation adult institution. Incumbents report directly to the institution healthcare Chief Executive Officer (aka Health Care Manager) and receive functional supervision from the Regional Director of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof. Incumbents direct all provider activity within the institution and ensures compassionate, safe, effective, timely, efficient, and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody; develop and maintain a competent provider team to deliver evidence-based, patient-centered care; and develop and implement clear and realistic performance expectations, issue letters of instruction and counseling memoranda, effectively recommend formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, take disciplinary action; and does other related work.

REGIONAL CHIEF OF MEDICAL SERVICES

Under the direct supervision of the Regional Health Care Program Administrator and the functional supervision of the Statewide Chief of Medical Services, coordinates all medical services within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation adult institutions, and ensures that medical practices comply with appropriate professional standards; ensures institutions within the region have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; supervises providers assigned to Regional Offices for purposes of quality monitoring and improvement, program development, and program implementation; functionally supervises the Institution Chiefs of Medical Services within the region insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution Chiefs of Medical Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the region; and assists in evaluating provider staff and effectively recommends corrective and adverse action to Institution Chiefs of Medical Services, institution Chief Executive Officers, and Regional Healthcare Program Administrators (aka Regional Administrators); and does other related work.

STATEWIDE CHIEF OF MEDICAL SERVICES

Under the direct supervision of the federal court Receiver (or designee), coordinates all medical services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions; ensures that medical practices comply with appropriate standards to deliver evidence-based, patient-centered care; ensures institutions statewide have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; functionally supervises the Regional Chiefs of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution and Regional Chiefs of Medical Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers and Regional Healthcare Program Administrators; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the state; and assists in evaluating provider staff and effectively recommends corrective and adverse action to Institution and Regional Chiefs of Medical Services, Institution Chief Executive Officers, and Regional Healthcare Program Administrators; and does other related work.

**MINIMUM
QUALIFICATIONS**

Possession of a current and unencumbered license as a physician in California and Board certification recognized by the American Board of Medical Specialties. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

And

Five years of clinical experience in a comprehensive medical setting, at least two years of which must have been over a defined medical program with full authority to hire, evaluate, conduct quality reviews, and have a responsibility for practical practice development and discipline.

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates or the public.

Additional Desirable Qualifications: Clinical experience in a correctional facility, and experience in health care system and program design and development.

EXAMINATION PLAN

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%

Required Core Competencies:

- Professional/Technical Expertise
- Customer and patient focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing other
- Managing change
- Strategic view
- Assessing talent
- Relationship building
- Negotiating
- Handling conflict
- Oral communication

**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 48 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. 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 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 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

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS