



**CALIFORNIA PRISON  
HEALTH CARE SERVICES**

**HEALTH RECORD  
TECHNICIAN III**  
CW35/1873 – Exam Code: IRC43

**DEPARTMENTAL PROMOTIONAL - SPOT**

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 PROMOTIONAL FOR:**

**California Prison Health Care Services (CPHCS)**  
**Headquarters, Sacramento and Folsom State Prison**

**POSITION  
DESCRIPTION**

The **Health Record Technician III** is the second supervisory level of the Health Record Technician series. As a supervisor, under general direction, plans, organizes and assigns work areas to record coders and abstractors; resolves difficult technical abstracting and coding problems; analyzes quality control activities; acts as a consultant to records personnel in hospitals, laboratories, clinics and registries; conducts training activities and workshops; gives lectures; and consults with and advises superiors on operational matters.

**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 Health Record Technician III is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

[http://cphcs.hodesiq.com/bl\\_joblist.asp](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 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**

The final filing date for this examination is **Thursday, December 15, 2011 at 5:00pm Pacific Time**. Applications not submitted on or before this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination at the time they file their application.

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.

**SALARY RANGE**

**Currently, as of July 1, 2007:**

**\$4,065 - \$4,443 Monthly**

**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>

**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.

**MINIMUM QUALIFICATIONS**

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

Two years of experience performing the duties of a Health Record Technician II (Specialist) or Health Record Technician II (Supervisor).

**EXAMINATION PLAN**

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.

Candidates who meet the "Minimum Qualifications" will have their Training and Experience Assessment scored. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE TRAINING AND EXPERIENCE ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Training and Experience Assessment will be eliminated from this examination.

**TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
  - 1. Basic medical terminology, human terminology and human anatomy
  - 2. Health record systems and methodology used by health facilities
  - 3. Classification of morbidity and mortality information for statistical purposes
  - 4. Various record systems used by health facilities
  - 5. Diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology
  - 6. An understanding of the principles of effective supervision and maintenance of good public relations
  - 7. A manager's role in the Equal Employment Opportunity (EEO) and the processes available to meet EEO objectives
- B. 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
  - 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 the Department's EEO objectives

**ELIGIBLE LIST INFORMATION**

The resulting promotional 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. List eligibility expires 12 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 since it does not qualify as an entrance examination under the law. 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](http://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 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).

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

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**