



**ANNOUNCEMENT FOR OPEN TESTING
CONSULTING COMMUNICABLE DISEASE REPRESENTATIVE**

Final Filing Date: **November 30, 2007**

Bulletin Release Date: November 9, 2007

KI34 -9051 7H11002



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. 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.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

**DEPARTMENT OF PUBLIC HEALTH (916) 552-8343
SELECTION UNIT**
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1701-1702
P.O. BOX 997378
Sacramento, CA 95899-7348

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Communicable Disease Representative scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **NOVEMBER 30, 2007** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during **JANUARY**, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$3,658 - \$4,446 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: The Consulting Communicable Disease Representative has responsibilities area wide or statewide, to coordinate a major function with a communicable disease program such as area VD Screening Coordinator, statewide community relations or information/education specialist. Responsibilities include planning, organizing and implementing studies or ongoing programs in clinics, hospitals, and private medical facilities. Incumbents work with field investigative personnel to obtain necessary data or implement special projects. Incumbents consult with and maintain harmonious relationships with local health officials, community organizations, educational facilities, and field investigative staff to accomplish objectives.

Positions exist with the Department of Public Health statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **NOVEMBER 30, 2007** the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

Experience: Two years of experience performing duties equivalent to Communicable Disease Representative, Range B. and

Education: Completion of 60 semester units of college level academic education.

Or II

Experience: Three years of experience as a medical service corps person dealing with communicable diseases or as a communicable disease representative or investigator in a local, State or Federal health agency. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted on a year-for-year basis for two years of the required education.)

GENERAL QUALIFICATIONS: Candidates 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.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:

1. Knowledge of modes of transmission, diagnosis, and treatment control procedures for venereal and other communicable diseases to prevent the spread of diseases.
2. Knowledge of techniques of communicable disease control to interrupt the spread of disease and to educate patients and health providers.
3. Skill to establish and maintain cooperative working relationships with subordinate staff, superiors, and peers in order to contribute to and enhance the efficiency, productivity, and effectiveness of the work unit.
4. Skill to exercise sound judgment and common sense when making decisions.
5. Skill to prioritize work assignments and in-basket materials to ensure completion within established timeframes and by expected deadlines.
6. Skill to identify and make appropriate decisions from a variety of alternatives
7. Skill to recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
8. Skill to organize and present educational and informational programs to community, schools, and other groups in regards to communicable disease prevention and intervention.
9. Skill to handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.
10. Skill to find alternative solutions to complex problems affecting work unit operations.
11. Skill to objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
12. Skill to express facts and ideas in written form in a succinct and organized manner.
13. Skill to communicate effectively in stressful situations.
14. Skill to gain the confidence of and establish rapport with varied personalities, community environments, and difficult-to-reach individuals.
15. Skills to prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.

Ability to:

1. Ability to conduct interviews of a highly personal nature to perform investigative and referral work resulting in medical evaluation and treatment for infected and/or suspected infected patients and their at-risk-partners.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by 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, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379