



ANNOUNCEMENT FOR OPEN TESTING COMMUNICABLE DISEASE MANAGER I

Final Filing Date: **12/24/07**
Bulletin Release Date: 12/03/07

KI14-8430 7H11202



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 95899-7378

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 Specialist I 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 **December 24, 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: \$4622.00 - \$5576.00 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: This is the first supervisory level in the class series and also the second supervisory level in the program. The incumbent acts as an area supervisor over a small staff of lower level positions. As area supervisor, the incumbent supervises staff assigned to field activities, carrying out nonmedical, administrative, technical, and supervisory responsibilities for a multi-county geographic area. The incumbent is responsible for supervising and training a small staff of Communicable Disease Representatives in an assigned multi-county geographic area involved in the investigation, prevention, and control of communicable diseases, i.e., Area Supervisors in Venereal Disease Control Programs. Communicable Disease Manager I direct program activities to ensure standard quantity, quality, and timeliness of work.

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 **December 24, 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.

Experience: Two years of experience in the California state service performing the duties of a Supervising Communicable Disease Representative or Consulting Communicable Disease Representative. **Or II**

Experience: Four years of experience as a medical service corpsperson dealing with communicable diseases or as a communicable disease representative or investigator in a local, State, or Federal health agency. Two years of this experience must have been in an administrative or supervisory capacity with responsibility for the planning, implementation, or evaluation of a significant phase of a communicable disease control program. **and**

Education: Equivalent to graduation from college. (Additional supervisory or administrative 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. General disease prevention and control including all communicable diseases and related public health problems.
2. Modes of transmission and diagnosis.
3. Principles, techniques, and methods of public administration including organization, personnel, and fiscal management.
4. Public Health’s diverse systems include roles, and responsibilities, of state and local health department, private practice, and community based organizations.
5. Principles, programs, problems, and trends in communicable disease administration.
6. Principles and practices of organization, management, and personnel administration.
7. Laws and regulations governing local communicable disease programs partially or totally funded by the State or Federal Government.
8. Principles of supervision.
9. Department’s Department’s Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

Ability to:

1. Develop cooperative and harmonious relationships with local health administrators in the course of disease prevention and control work.
2. Assume and demonstrate independent responsibility for decisions and actions having broad implications on program objectives and activities.
3. Analyze situations accurately and take effective action.
4. Speak and write effectively.
5. Develop program policies, standards, and procedures.
6. Organize and coordinate the work of others.
7. Train and supervise project and program staff
8. Effectively contribute to the Department’s EEO objectives.

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 18 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.

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