



# ANNOUNCEMENT FOR OPEN TESTING COMMUNICABLE DISEASE SPECIALIST I

Final Filing Date: **November 30, 2007**  
Bulletin Release Date: November 09, 2007

K132 -8404 7H112



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 examination and testing arrangements, contact the testing office shown below. Applications are available through the <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 95889-7378**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**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:** \$4400 - \$5348 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 Communicable Disease Specialist I is the advanced journey person-lead person level in the class series. In various positions, an incumbent is responsible for the most complex and difficult communicable disease control activities within multi-county geographic areas, or assists a Communicable Disease Manager II in his/her assigned program area (typically encompassing half of the State). The incumbent will typically be assigned to field activities, carrying out non medical, administrative, and technical responsibilities. The incumbent is responsible for planning, developing, implementing, and evaluating various communicable disease control programs of limited scope, i.e., coordinating immunization activities in a multi-county area or in a very large county such as Los Angeles, San Diego and Alameda; assisting in statewide information/education programs; or assisting in epidemiology, screening, and other non supervisory activities.

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 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 corps person 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:** In addition to the scope defined on this announcement, 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 conflict resolution techniques to identify, address and resolve conflicts and issues that may arise in the work group in a positive and constructive manner that will foster a positive, cooperative, and professional work environment.
2. Knowledge of general disease prevention and control standards and methods for all communicable diseases and related public health problems.
3. Knowledge of the principles of community organization and capacity-building as they relate to communicable disease intervention and prevention strategies.
4. Skill to analyze and evaluate problems and/or concerns related to Section or work unit operations to determine potential influence of such issues and plan appropriate mitigation efforts to minimize any deleterious effect on staff morale or workload.
5. Skill to read and comprehend reports memos, manuals, and other job-related materials and documents.
6. Skill to objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
7. Skill to effectively determine which situations need to be delegated, referred to superiors, or completed personally using appropriate departmental, work unit, and other applicable policies, procedures, and guidelines.
8. Skill to exercise sound judgement and common sense.
9. Skill to handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.
10. Skill to prepare clear, concise, technically sound and accurate reports, correspondence, and other job related documents for a variety of audiences.

**Ability to:**

1. Ability to be flexible in adapting to changes in priorities, work assignments, and unexpected challenges that may redirect pre-determined courses of action for completing or progressing with work tasks.
2. Ability to organize, succinctly state facts, and express ideas in written form.
3. Ability to take the initiative for action and/or make commitments in a variety of situations and sometimes unpredictable circumstances, to accomplish organizational goals.
4. Ability to communicate face-to-face or by telephone, in a clear and concise manner to diversified audiences on a variety of matters.
5. Ability to set an example for staff by modeling expectations and performance standards.

**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.

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