



DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

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

DEPARTMENT:	DEPARTMENT OF PUBLIC HEALTH	RELEASE DATE:	Tuesday, September 4, 2007
POSITION TITLE:	Chief, Division of Environmental and Occupational Disease Control	FINAL FILING DATE:	Friday, September 28, 2007
CEA LEVEL:	Public Health Medical Administrator II, C.E.A. (7675)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$11,400.00 - \$13,381.00 / Month	BULLETIN ID:	08202007_2

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Center for Chronic Disease Prevention and Health Promotion, the Chief, Division of Environmental and Occupational Disease Control (DEODC) provides medical and general administrative leadership in the control and prevention of environmental and occupational disease through a staff of approximately 200 state, federal, and contract staff in four branch offices. In the role of "State Disease Environmental Epidemiologist" (a formal relational title with federal health agencies), the Chief, DEODC responds to disease occurrences which impact the 62 local California health jurisdictions and which may also implicate health policy on a national and international level. The Chief, DEODC is responsible for the direct supervision of two Public Health Medical Administrator I Branch Chiefs, one Research Scientist Supervisor, one Research Scientist Manager, and the Assistant Division Chief (Health Program Manager III). The incumbent is responsible for establishing medical policy and managing a major statewide medical health program identifying and defining the occurrence of environmental and occupational diseases in California, and implementing public health policies and programs which prevent or mitigate their harmful effects and burdensome costs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.) and Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

and

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general medicine with particular emphasis on public health; current programs, problems and trends in public health; comprehensive health planning; operating policies, standards and functions of the Department of Health Services; State, Federal and local public health programs; principles and practices of public administration including fiscal, personnel management and supervision; Department's equal employment opportunity Program and objectives; a manager's role in the equal employment opportunity Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership; effectively plan, organize, direct and coordinate a major public health program of statewide scope; adapt to the responsibilities and demands of the management role in a major public health agency; adapt to new leadership and direction and effectively implement policy and program changes; effectively secure the cooperation of all groups interested in promoting public health; communicate effectively; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's equal employment opportunity objectives.

DESIRABLE QUALIFICATION(S)

- Knowledge of the principles of environmental and occupational diseases, surveillance, prevention and control, and changing and evolving environmental and occupational diseases.
- Demonstrated ability to work successfully with persons at high levels of state, federal, and local government; state legislative and executive branches; and leaders of private health care organizations and industry associations.
- Knowledge of principles and techniques of program management and personnel supervision.
- Experience providing testimony before Legislative Committees.

- Ability to plan, organize, and direct the work of others.
- Understanding of and commitment to the effective implementation of the State and departmental equal employment policy.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Environmental and Occupational Disease Control**, with the **DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year) for each place employed. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your experience working with high level managers and policy makers within the Executive Branch, the Legislature, control agencies, and local health departments.
2. Describe your experience working with non-governmental stakeholders and advisory groups to help develop state policies and programs and as partners in applied research.
3. Describe your ability to, and experience with managing the operations of a unit or section, including setting priorities, directing the work of multidisciplinary professional and administrative staff, resolving personnel issues, and managing a large budget.
4. Describe your knowledge of, and experience with, the budget process, including developing budget change proposals and defending them with the Department of Finance, the Legislative Analyst's Office, and the Legislature.
5. Describe your experience and scientific publications related to epidemiology, environmental or occupational epidemiology and exposure assessment.
6. Describe your experience and scientific publications in the area of toxicological or epidemiological risk assessment and policy analysis.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the six critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF PUBLIC HEALTH , Human Resources Branch
P.O. Box 997378, MS 1701, Sacramento, CA 95899-7378
Maria Lovato | (916) 324-9497 | Maria.Lovato@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Maria Lovato at Maria.Lovato@cdph.ca.gov or at (916) 324-9497.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF PUBLIC HEALTH 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 revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7674.txt>