



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
 GENETIC DISEASE PROGRAM SPECIALIST I
 GENETIC DISEASE PROGRAM SPECIALIST II
 GENETIC DISEASE PROGRAM SPECIALIST III
 GENETIC DISEASE PROGRAM SPECIALIST IV
 OPEN EXAMINATION - CONTINUOUS TESTING**



KJ16-8450 8H1AY-01
 KJ14-8451 8H1AY-02
 KJ12-8452 8H1AY-03
 KJ12-8453 8H1AY-04

Bulletin Release Date: July 18, 2016

This bulletin supersedes the bulletin released on January 29, 2016

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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: Applications (STD. 678) and Supplemental Applications (see Examination Information, page five) must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit hard copy applications to:

By Mail or In Person:

**California Department of Public Health (916) 552-8959
 Examination Services Unit
 1615 Capitol Ave., 4th floor, Suite 73-430
 P.O. Box 997378 MS 1700 – 1702
 Sacramento, CA 95899-7378**

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaIHR).

FINAL FILING DATE: Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

February 22, 2016 May 20, 2016 August 22, 2016 November 21, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGE: **GDPS I** \$3824 - \$4788 per month
 GDPS II \$4600 - \$5758 per month
 GDPS III \$5053 - \$6325 per month
 GDPS IV \$5830 - \$7245 per month

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules

 Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: The Genetic Disease Program Specialist series describes four levels used to develop, implement and evaluate the statewide genetic disease program; plan, organize, direct and interpret original research as well as existing activities in the area of genetic disease; assess the effectiveness of demonstration projects; conduct programs in hereditary and congenital diseases; maintain liaison with experts in genetic disease; maintain and disseminate up-to-date knowledge of new developments and technology in the field of genetics; and provide expert consultation on a statewide basis to professionals, members of the community, various agencies, departmental staff and others in the field of hereditary and congenital diseases.

GENETIC DISEASE PROGRAM SPECIALIST I: This is the entry and the first journey level class in the series. Incumbents will typically be assigned support activities requiring a general knowledge of genetic disease control and prevention programs. Responsibilities include carrying out field investigations related to genetic disease problems; conducting bibliographic research on current developments in genetic disease related areas; and assisting in the planning, development and implementation of the statewide program for genetic disease registry and control.

GENETIC DISEASE PROGRAM SPECIALIST II: This is the full journey/leadperson in the class series. Incumbents will act either as independent journeypersons or as supervisor of a small group of lower level specialists. Incumbents will typically be engaged in programs to affect the control and prevention of a specific genetic disease or group of related diseases. The Genetic Disease Program Specialist II is responsible for providing technical assistance to contractors in providing genetic disease prevention and control services; arranging and conducting workshops in the field, developing contracts with hospitals, clinics and other entities concerned with genetic disease programs; providing guidance in developing standards for genetic disease counseling and educational programs.

GENETIC DISEASE PROGRAM SPECIALIST III: In a specific genetic disease prevention and control program area, incumbents serve as professional consultants providing consultation and technical assistance on complex programs and projects and, as assigned, coordinates with other professional staff on specific projects. Incumbents will typically be responsible for developing program objectives and standards to identify and address specific genetic conditions, evaluating the effectiveness of demonstration projects; providing consultation to the medical community on information in the field of hereditary and congenital disease prevention and control programs; conducting workshops and seminars on the most complex prevention and control programs.

GENETIC DISEASE PROGRAM SPECIALIST IV: As director of a major program, incumbents supervise the staff and plan and implement a genetic disease control program addressing one major disease, such as sickle-cell anemia, or tay sachs or a group of diseases having lower incidence levels, such as phenylketonuria, erythroblatosis and Downs syndrome. The incumbent plans, organizes, directs, and coordinates the activities of a genetic disease prevention and control program and assists the Genetic Disease Section Chief in the development, implementation and elevation of genetic disease prevention and control programs and policies.

Positions exist with the California Department of Public Health in Contra Costa County.

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 the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or 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. **Applications received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

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.

GENETIC DISEASE PROGRAM SPECIALIST I:

Experience: One year of experience administering a public health genetic disease program, or one year as a researcher, counselor, or teacher in genetics, genetic diseases, or a closely related field. (One year of graduate study in genetics may be substituted for the required experience.)

Education: Equivalent to graduation from college with a major in health sciences or medical sciences.

GENETIC DISEASE PROGRAM SPECIALIST II:

Either I

One year of experience in California state service performing the duties of a Genetic Disease Program Specialist I.

Or II

Experience: Two years of experience administering a public health genetic disease program, or two years as a researcher, counselor, or teaching, in genetics, genetic diseases, or a closely related field. (Graduate work at a recognized school with major emphasis in genetics or a closely related field may be substituted for up to two years of required experience on a year-for-year-basis.)

AND

Education: Equivalent to graduation from college with a major in health sciences or medical sciences.

GENETIC DISEASE PROGRAM SPECIALIST III:

Either I

One year of experience in California state service performing the duties of a Genetic Disease Program Specialist II.

Or II

Experience: Three years of increasingly responsible experience in administering a public health genetic disease program, in public health research, counseling, or a teaching, in genetics, genetic diseases, or a closely related field. (Graduate work at a recognized school with major emphasis in genetics or a closely related field may be substituted for up to two years of required experience on a year-for-year-basis.)

AND

Education: Equivalent to graduation from college with a major in health sciences or medical sciences.

GENETIC DISEASE PROGRAM SPECIALIST IV:

Either I

One year of experience in California state service performing the duties of a Genetic Disease Program Specialist III.

Or II

Experience: Four years of increasingly experience in administering a public health genetic disease program, in public health research, counseling, or teaching, in genetics, genetic diseases, or a closely related field. (Graduate work at a recognized school with major emphasis in genetics or a closely related field may be substituted for up to two years of required experience on a year-for-year-basis.)

AND

Education: Equivalent to graduation from college with a major in health sciences or medical sciences.

KNOWLEDGE AND ABILITIES:

GENETIC DISEASE PROGRAM SPECIALIST I:

Knowledge of:

1. Genetic Principles
2. Metabolic Pathways
3. Laboratory Methods
4. Research Methodology and Survey Techniques

Skill To:

1. Establish and maintain positive relations with lab and follow-up staff, as well as other state employees and co-workers.
2. Possess basic computer skills including data bases and Microsoft Office programs.
3. Analyze and problem solve

Ability to:

1. Communicate with both medical professionals and consumers.
2. Observe and trouble shoot any problems that occur in daily flow of results.
3. Speak and write effectively

GENETIC DISEASE PROGRAM SPECIALIST II:

Knowledge of all of the above and:

1. Principles and Practices of Public Service
2. Basic statistical methods

Skill to:

1. Multi-task and determine appropriate timeline to adequately resolve problems and deadlines
2. Provide oversight for projects, and develop alternative plans when needed.

Ability to: All of the above and:

1. Analyze situations accurately and take effective action.
2. Work independently, and with both small and large groups effectively

GENETIC DISEASE PROGRAM SPECIALIST III:

Knowledge of the above and:

1. Program development and implementation and cost effectiveness
2. Program evaluation

Skill to:

1. Work well under stressful time constraints/ deadlines. Establish and maintain cooperative working relationships with staff, contractors, vendors and the public.

Ability to: All of the above and:

1. Communicate with the public and professional community regarding State Law, regulations, standards and policies
2. Participate in program planning and expansion efforts.

GENETIC DISEASE PROGRAM SPECIALIST IV:

Knowledge of all of the above and:

1. Staff supervision, development and training
2. Screening program management and coordination.
3. Medical privacy regulation (HIPPA)

Skills to:

1. Give presentations to healthcare professionals and the public about genetic screening and testing
2. Lead effective group meetings

Ability to:

1. Perform the most difficult, complex or sensitive consultation, policy and program development work
2. Supervise and effectively work with multi-disciplinary and multi-cultural staff
3. Collaborate with agencies and programs at local, regional, State and Federal level

SPECIAL PERSONAL CHARACTERISTICS: All levels: Willingness to travel throughout the State.

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 Supplemental Application that is weighted 100%. Applicants for Genetic Disease Program Specialist I, II, and III are required to respond to the following **four** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at various levels within the Genetic Disease Program Specialist series. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The California 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.

SUPPLEMENTAL APPLICATION ITEMS: Each applicant for this examination **must** complete and submit responses to the supplemental items that follow. Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font should be no smaller than "10" pitch.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL ITEMS

Question # 1

Describe your experience in administration and oversight of genetic or other public health programs. In your response be specific and address each of the following:

- Needs assessment process and methods of determining program requirements.
- Defining standards for services or specifying contract requirements.
- Negotiating, providing technical assistance or consulting, defining scope of services to be provided as part of contractual relationship, or collaborative agreement.
- Developing tools for monitoring or assessing performance, including protocols for site visits.

Question #2

Describe your experience in program development and evaluation of a genetic or other public health program. In your response be specific and address each of the following:

- Length of time spent with program.
- Purpose and focus of the program.
- Size of the program (numbers served, budget, geographical area served).
- Number of professional and other staff involved in development and implementation of the program.
- Relationship to project team and your specific duties.
- Planning process used and details of implementation.
- Method of oversight used and documentation of outcomes; effectiveness of program in meeting goals and objectives.

Question #3

Describe your experience providing direct services, including genetic education, counseling, or other health care services. In your response be specific and address each of the following:

- Kind and complexity of services you personally provided.
- Length of time providing these services.
- Number and characteristics of clients served.
- Setting or location where services were provided.
- Cooperation or coordination with other health care and related providers.

Question #4

Describe your experience with genetic or other public health programs related to research, analysis, and communication. In your response be specific and address each of the following:

- Developing a research or data collection project related to genetic services or public health.
- Designing surveys or other data collection instruments or tools.
- Conducting reviews of scientific, medical, public health, and other related literature.
- Preparing funding proposals for grant applications, budget requests, etc.
- Conducting field survey focus groups or interviews.
- Provide examples of kinds of data collected and analyzed.
- Developing program reports that include analysis of data, and recommendations regarding policies and program changes.

THIS CONCLUDES THE EXAMINATION PROCESS FOR THE GENETIC DISEASE PROGRAM SPECIALIST I, II, AND III. PLEASE REFER TO THE INSTRUCTIONS ON PAGE TWO OF THIS BULLETIN FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS.

IF YOU ARE TESTING FOR THE GENETIC DISEASE PROGRAM SPECIALIST IV, PROCEED TO QUESTION #5.

Question #5

Describe your experience in leadership roles and as a supervisor of staff. In your response be specific and address each of the following:

- Length of time as a supervisor.
- Number of employees you have supervised.
- Professional disciplines of those you supervise (e.g., number of nurses).
- Projects assigned to the staff you have supervised.
- Diversity of tasks and projects of staff.
- Your role as supervisor and team leader, including specific responsibilities for evaluating performance of employees.
- Represent or explain your program within your organization and to local, statewide, regional, or national groups.

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 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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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

California Department of Public Health
SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Genetic Disease Program Specialist Series

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

Signature

Date

Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Genetic Disease Program Specialist Series

Name: _____
(Print: first, middle initial, last)

FFD: Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____