



**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**



K110-12-14-16/8450-8451-8452-8453 8H1AY01

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: Applications and Supplemental Applications (see page four) must be submitted to the address listed below 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>.

Mailing Address:
California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:
California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9212

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

CROSS FILING INFORMATION: If you meet the entrance requirements for the Genetic Disease Program Specialist I, Genetic Disease Program Specialist II, Genetic Disease Program Specialist III, or Genetic Disease Program Specialist IV, you may file for all 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: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant. Applicants can only be tested once in a twelve month period.

SALARY RANGES:

GDPS I	- \$3,658.00 - \$4,579.00
GDPS II	- \$4,400.00 - \$5,508.00
GDPS III	- \$4,833.00 - \$6,050.00
GDPS IV	- \$5,576.00 - \$6,929.00

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 research into the effectiveness of genetic counseling; assist community groups in developing proposals for funding programs in hereditary and congenital diseases; maintain liaison with experts in genetic diseases; 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 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/lead person level in the class series. Incumbents will act either as independent journey persons or as supervisors 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, erythroblastosis and Down's 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 evaluation of genetic disease prevention and control programs and policies.

Positions exist with the 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 on 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, 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, names of institutions, completion dates, and degree (if applicable). **Applications received without this information will be rejected. Applicants must submit a copy of unofficial 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:

Either 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 teacher 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 the 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 teaching, in genetics, genetic diseases, or a closely related field. (Graduate work at a recognized school with a major emphasis in genetics or genetic diseases 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 responsible 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 a major emphasis in genetics or genetic diseases may be substituted for up to two years of the 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 Health.
2. Basic statistical methods.

Skill to:

1. Multi-task and determine appropriate timelines 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 all 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.

2. 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 regulations (HIPPA).

Skill to:

1. Give presentations to healthcare professionals and the public about genetic screening and testing.
2. Lead effective 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. Work collaboratively 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 are required to respond to the following supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates the ability to successfully perform at the Genetic Disease Program Specialist I, II, III and IV levels. 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 give to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

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.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

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 size 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.

FILING INSTRUCTIONS:

Applicants must submit:

- A completed Standard State Application (STD. 678)
- A response to each of the supplemental items that pertains to which exam you are filing for. (two copies)
- Signed Certification Page (see page 6)
- Signed form 631-Conditions of Employment (see page 8)

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

SUPPLEMENTAL ITEMS

1. Describe specific examples of how your training and experience qualifies you for a Genetic Disease Program Specialist.
2. Describe your experience in program development, and evaluation of a genetic or other public health program.
3. Describe your experience and role in providing genetic or health care related services.
4. Describe your experience with genetic or other public health programs related to research, analysis, and communication.
5. As a Genetic Disease Program Specialist, you may be assigned to participate and/or lead special projects, describe the steps you would take to coordinate and implement a successful project.
6. GDPS IV ONLY: Please answer all of the above and the following question.
Describe your experience in leading and/or supervising staff.

THIS CONCLUDES THE EXAMINATION PROCESS FOR THE GENETIC DISEASE PROGRAM SPECIALIST I, II, III, AND IV. PLEASE REFER TO THE INSTRUCTIONS LISTED ABOVE FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS.

SECURITY INFORMATION FOR PARTICIPANTS

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE:

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 supplemental 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 Supplemental Application.

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

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 promotional list will be established for use by the department(s) listed on this announcement. List eligibility 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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Genetic Disease Program Specialist Series

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

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 indicate your choices - you will not be offered a job in locations not checked. If more than 15 locations are chosen, you may be considered available for work anywhere in the state.

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

_____ (0700) Contra Costa County

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 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: _____