



OPEN EXAMINATION  
**HEALTH EDUCATION CONSULTANT III (Supervisor)**  
 CONTINUOUS TESTING  
 TU20 / 8332 8H1BI02



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 the 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:** 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:

	<b>DEPARTMENT OF PUBLIC HEALTH</b>	(916) 552-8350
	Selection and Certification Section	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	PO Box 997378 MS 1701	
	Sacramento, CA 95899-7378	

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

**BENEFITS:** Deferred Compensation Plans, Health, Dental and Vision Care Plans, Employee Assistance Program, Bilingual Differential Pay (if appropriate), flexible work hours (management discretion). A comprehensive list of the benefits may be viewed on the Department of Personnel Administration website at <http://www.dpa.ca.gov/benefits/index.htm>

**CROSS FILING INFORMATION:** If you meet the entrance requirements for this classification and for the Health Education Consultant III (Specialist) scheduled at the same time, you may file for both on a single application. You must indicate 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. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**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.

**ORAL INTERVIEW DATE:** It is anticipated that oral interviews will be scheduled on a bi-annual basis and in such locations throughout the state as the number of candidates and conditions warrant. The [anticipated testing](#) dates and locations will be updated on a quarterly basis.

**SALARY RANGES:** \$5,079 - \$6,173 per month, as of September 9, 2008

**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 level supervisor. Under general direction, incumbents supervise a small moderate group of Health Education Consultants (three to seven). Incumbents may also have supervisory responsibility for a multidisciplinary health education administrative and clerical staff. Incumbents personally perform the more difficult, complex, or sensitive consultation, policy, and program development 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 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/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,

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**

One year of experience performing the duties of a Health Education Consultant II in California state service.

**Or II**

Experience: Three years of progressively responsible post master's experience in planning, directing, and conducting public health education programs, two years of which must have been as a Senior Health Educator or Director of Health Education in a large local health agency. (Experience gained in California state service applied toward this pattern must include one year performing duties comparable to the Health Education Consultant II.) And

Education: Possession of a master's degree with specialization in public or community health education awarded on completion of a program of study accredited by the Council on Education for Public Health sanctioned by the American Public Health Association.

**DESIRABLE QUALIFICATIONS:** Willingness to travel throughout the State, work irregular hours, and possession of a valid driver's license.

**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:** This examination will consist of a Qualification Appraisal Panel interview that is weighted (QAP) 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 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.

**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. Administration and organization of health care delivery systems, and factors considered in health care systems decision making.
2. Principles, methods and techniques effective in the planning and implementation of a health education program of community study and research applicable to health education.
3. Materials and literature on the public health education.
4. Principles and methods of community organization and group work.
5. Principles and practices of public health administration
6. Public health principles, programs, and practices at the national, state and community levels.
7. Principles and methods of consultation
8. Methods of community study and of evaluation methods applicable to health education practice.
9. Theories and Process of education and their relationship in bringing about voluntary behavioral change.
10. Knowledge of theories and process of education and their relationship in bringing about voluntary behavioral change.
11. Principles and methodology of research.
12. Contract negotiations and administration
13. Management problem solving methods
14. Interagency and interdisciplinary relationships.
15. Current trends in the field of health education and health care services.
16. Principles and practices of policy formulation.
17. Preparation and planning for coordination of programs with other governmental or private agencies in the development or implementation of health education programs.
18. Principles and techniques of effective administration and supervision
19. The Department's equal Employment Opportunity program objectives.
20. A manager's role in the Equal Employment Opportunities Program and the process available to meet equal employment opportunities objectives.

**Ability to:**

1. Communicate effectively.
2. Communicate information and ideas in speaking and in writing so others will understand.
3. Conduct conference workshops and training programs and train others in the principles and practices of health education.
4. Develop implement evaluate less complex health education programs and projects.
5. Establish and maintain productive working relationships with other health disciplines, agencies, organizations, and the public.
6. Communicate health education knowledge for application by other disciplines and the public.
7. Analyze situations accurately and take effective action.
8. Prepare reports.
9. Apply principles and methodology of research.
10. Recognize, asses, and develop solutions to problems associated with health education programs.
11. Develop, implement, and evaluate the most complex, controversial, sensitive, and/or difficult programs, projects and policies.
12. Plan, organize, direct, and coordinate the work of an interdisciplinary team in the implementation of health education programs.
13. Apply principles of administration and supervision.
14. Effectively contribute to the Department's equal employment opportunity 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 the use by the department(s) listed on the 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 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