



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING HEALTH PHYSICIST
Departmental Promotional Examination
Final Filing Date: **September 25, 2013**
Bulletin Release Date: **September 04, 2013****



HX10 -3801 3H187

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.

EXAMINATION TYPE: This is a promotional examination for the California Department of Public Health.

WHO SHOULD APPLY: Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992; OR persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY: Applications (STD. 678) and Supplemental Applications (page four) must be submitted via the U.S. Postal Service or hand delivered to the California 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 copies to:

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) 319-9759

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

FINAL FILING DATE: Applications (STD. 678) and Supplemental Applications must be submitted by **September 25, 2013**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

SALARY RANGES: \$6265 - \$8189 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 list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

POSITION DESCRIPTION: This is the second supervisory level. Incumbents, under general direction, plan, organize, direct and evaluate a number of statewide radiation regulatory programs involving the surveillance and licensing of radiation sources and the evaluation, regulation, and control of industrial (limited to licensing only), research, medical,

diagnostic, and therapeutic uses of radiation; coordinate, integrate, and evaluate programs and activities relating to licensing and inspections and insure compliance with State regulations; evaluate and resolve unusually complex technical and administrative problems in connection with license issuance, amendment, suspension, revocation, or denial; approve inclusion of specialized conditions and other unusual provisions in licenses; plan and direct a continuing program of staff training and development; propose new rules and regulations; coordinate the programs with related activities of the Nuclear Regulatory Commission, the State Division of Occupational Safety and Health, Environmental Protection Agency, U.S. Department of Health and Welfare, local health agencies, and other interested and affected agencies; keep abreast of technical development in radiation use and radiation protection; plan and direct special studies and investigations; address interested groups; prepare articles for publication; and do other related work.

Positions in this class are supervisory. Incumbents perform duties which are substantially different from those of subordinates and have the authority, in the interest of management, to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly direct them, or adjust their grievances, or effectively recommend such actions. The intent is to exclude leadpersons.

Positions exist with the California Department of Public Health in Sacramento, CA.

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 **September 25, 2013**, 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. A copy of your official degree and transcripts may assist in the evaluation of your qualifications as it relates to meeting the education 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.

Either I

Experience: Two years of experience in performing the duties of a Senior Health Physicist in California state service.

Or II

Experience: Six years or more of increasingly responsible professional experience in health physics or a closely related field, at least three years of which must have included supervisory responsibility for a major program in health physics or radiologic health. **And**

Education: Graduation from college with a major in radiologic health, radiologic science, health physics, engineering, mathematics, physical science, life science or a closely related field. (Possession of a Master's Degree in Radiologic Health, Radiologic Science, Health Physics, Engineering, Mathematics, Physical Science, or Life Science may be substituted for two years of the required general experience.)

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 **seven** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Supervising Health Physicist level. 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.

EXAMINATION 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. Theory and practice of health physics and radiation protection.
2. Theory and practical design of shielding for protection against radiation.
3. Radiation, dosimetry, and the theory and design of instruments and methods used to measure radiation.
4. Biological effects of ionizing radiation.
5. Radiological ecology.
6. Various parameters entering into evaluation of radiological hazards involved in medical, dental, industrial, and laboratory work, and involving the use of radiation machines and radioactive materials.
7. Atomic and nuclear physics and nuclear chemistry and the use of radiosotopes.
8. California radiation control laws and regulations.
9. Principles of leadership.
10. Supervisory methods and techniques.
11. Principles of public administration and personnel management.
12. Radiation standards set by the Nuclear Regulatory Commission, the Environmental Protection Agency, and the National Council of Radiation Protection and Measurement.
13. State and departmental equal employment opportunity policies and objectives.
14. Various parameters involving the use of radiation machines and radioactive materials.
15. Trends and developments in radiological health.
16. Functions and operations of State and Federal programs in radiation control and radiological health.
17. Department's Equal Employment Opportunity objectives and the manager's role in equal employment opportunity and the processes available to meet Equal Employment Opportunity objectives.

ABILITY TO:

1. Analyze situations accurately, derive recommendations, and take effective action.
2. Establish and maintain cooperative relations with those contacted in the course of the work including Federal, State, and local agencies.
3. Communicate effectively.
4. Prepare clear and concise administrative and technical reports and correspondence.
5. Interpret laws and regulations.
6. Effectively supervise subordinate personnel.
7. Develop and evaluate programs.
8. Direct and coordinate the work of others.
9. Develop methods to minimize radiation hazards.
10. Effectively carry out the State and departmental Equal Employment Opportunity Program, and contribute to the Department's Equal Employment Opportunity objectives.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the seven 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 should be typed in 12 pt., Arial font.
- 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, examples, 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 APPLICATION ITEMS

1. With less than a week's notice, the Branch Chief has asked you to represent the Department at a public forum. Members of the public can be supportive, hostile, knowledgeable or uninformed.

Describe your knowledge and experience with preparing and presenting public presentations.

- **Use the scenario below to answer Questions #2, #3 and #4:**

You receive a telephone call from an individual wanting information regarding types of permits (licenses, registrations, certifications, and accreditation) that the Radiologic Health Branch (RHB) would require for a new research and development and manufacturing facility. The individual provides some background information by explaining that the company recently acquired a number of smaller companies that are involved in a variety of activities in several states. They plan to consolidate all of these programs into a single campus. In addition to its biochemical and materials research programs, the company also manufactures and distributes a newly approved radiopharmaceutical, has several other radiopharmaceuticals in various stages of the IND/NDA process, produces electronic components, and manufactures a variety of large volume chemicals and explosives.

He indicates that preliminary plans and designs have identified the following sources of radiation that will be located at the site:

- 12 x-ray diffraction units
- A 16 MeV accelerator
- 31 nuclear level and density gauges
- 1232 ionization smoke/vapor detectors
- 20 microwave ovens
- A variety of radionuclides ranging from tritium to Californium-252 in both sealed and unsealed forms and in quantities from a few microcuries to several curies
- 5 portable alloy analyzers
- 16 gas chromatographs
- 22 lasers
- 18 microwave sealers
- A medical clinic with a diagnostic x-ray unit and a dental x-ray unit
- Occasional on-site mammography screening by an independent mobile mammography service

2. Describe your knowledge and experience of the role/level of regulation by RHB for each of the above sources of radiation.

3. Describe your knowledge and experience pertaining to the disposal of sources of radiation and radioactive waste.

4. Describe your knowledge and experience with the Department's view on recommending consultants for the application approval process.

5. Describe your knowledge and experience with writing a bill analysis of legislation of non-ionizing and ionizing radiation for the Department.

6. Describe your knowledge and experience with justifying an additional new position in a Budget Change Proposal.

7. Describe your knowledge and experience with ensuring equal employment opportunities and providing a discrimination and harassment free work environment.

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

Return this page with your original signature along with your Supplemental Application.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) or electronic versions (email) 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 open list will be established for use by the department(s) listed on this announcement. The list will expire 12 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 are not granted in promotional examinations.

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