CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH EDUCATION CONSULTANT III (SPECIALIST)
DEPARTMENTAL OPEN EXAMINATION
CONTINUOUS TESTING

TU25 / 8313 5H175
Bulletin Release Date: January 29, 2016
This bulletin supersedes the bulletin released on May 19, 2015

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 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 Standard State Application to:

By Mail or In Person:

DEPARTMENT OF PUBLIC HEALTH **(916) 650-0436**
Examination Services Unit
1501 Capitol Avenue, Suite 71.1501
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

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

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the final 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:

March 2, 2016 **June 2, 2016** **September 2, 2016** **December 2, 2016**

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

SALARY RANGE: $5359 - $7035 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: Positions at this level are responsible for functioning as nonsupervisory technical specialists in the most difficult, complex, and/or sensitive programs; and making recommendations in policy development in their areas of expertise. Positions are allocated to this class where the level of expertise required is definably greater than at the journey level. Incumbents serve as highly skilled technical program education consultants or as recognized authorities in areas of extreme sensitivity, and/or complexity. Incumbents have statewide responsibility for the health education and related components of a major statewide project or program and may have coordinating or lead responsibility for health education and other professional-technical health staff. The policy and/or program development responsibility at this level may have significant impact on other departmental health programs or

on local, State, or Federal agencies. The work performed at this level has the potential for resulting in establishment of new programs or major modification of existing programs. Under general direction, incumbents provide the most complex consultation; develop, plan, organize, coordinate, implement, and evaluate the health education and related components of major statewide projects or programs; evaluate and ensure statewide program consistency; provide professional and administrative guidance to program/project staff in a lead capacity; propose and develop programs, legislation, regulations, policy, and procedures; and other related work.

Positions may exist with the Department of Public Health in Contra Costa and Sacramento counties.

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. Applicants must submit a copy of official transcripts along with the application 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.

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 utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job. Special care should be taken in submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted; however, competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

SCOPE: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge:

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

3. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
4. Knowledge of media and material production, communication, dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
5. Knowledge of relevant policies, procedures, and strategies to promote effective local, state, or national health programs and initiatives
6. Knowledge of cultural populations.
7. Knowledge of health care system, including administration and organization plans and programs.
8. Knowledge of factors considered in health care systems decision making.
9. Knowledge of principles, methods, and techniques effective in the planning and implementation of a health education program.
10. Knowledge of materials and literature on public health education.
11. Knowledge of principles and methods of community organization and group process.
12. Knowledge of educational theory for multiple audiences.
13. Knowledge of principles and practices of public health administration.
14. Knowledge of principles and methods of consultation.
15. Knowledge of methods of community study and of evaluation methods applicable to health education practice.
16. Knowledge of public health principles, programs and practices at the national, State, and community levels.
17. Knowledge of theories and processes of education and their relationship in bringing about voluntary behavioral change.
18. Knowledge of principles and methodology of research.
19. Knowledge of contract negotiations and administration.
20. Knowledge of management problem-solving methods.
21. Knowledge of interagency and interdisciplinary relationships.
22. Knowledge of current trends in the field of health education and health care services.
23. Knowledge of principles and practices of policy development.
24. Knowledge of preparation and planning for coordination of programs with other governmental or private agencies in the development or implementation of health education programs.
25. Knowledge of Software programs to complete reports, analyze data, conduct research and communicate with others.

Skills:

26. Skill to monitor, provide or assess performance of individuals or organizations to make improvements, technical assistance and/or corrective action.
27. Skill to understand written sentences and paragraphs in work related documents.
28. Skill to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
29. Skill to communicate effectively orally and in writing as appropriate for the needs of the audience.
30. Skill to select and use training/instructional methods and procedures appropriate for the needs of the audience.
31. Skill to understand the implications of problem-solving and decision-making for both current and future.
32. Skill to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
33. Skill to identify measures or indicators of program performance and the actions needed to improve or correct performance, relative to the goals of the program.
34. Skill to conduct evaluations and monitoring of programs and processes to evaluate quality or performance.
35. Skill to utilize Microsoft Office (i.e., word processing, database, spreadsheet, e-mail and presentation software).

Abilities:

36. Ability to communicate information and ideas orally and in writing.
37. Ability to read and understand information and ideas.
38. Ability to train others in the principles and practices of health education.
39. Ability to develop, implement and evaluate complex health education programs and projects.
40. Ability to conduct conference workshops and training programs
41. Ability to establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.
42. Ability to communicate health education knowledge for application by other disciplines and the public.
43. Ability to analyze situations accurately and take effective action.
44. Ability to prepare reports.
45. Ability to apply principles and methodology of research.
46. Ability to recognize, assess, and develop solutions to problems associated with health education programs.
47. Ability to develop, implement, and evaluate the most complex, controversial, sensitive, and/or difficult programs, projects and policies.
48. Ability to plan, organize, direct, and coordinate the work of an interdisciplinary team in the implementation of health education programs.

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: 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: Health Education Consultant III (Specialist)

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: HEALTH EDUCATION CONSULTANT III, SPECIALIST

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 indicate desired locations of employment on this form. You will not be offered a job in locations not chosen.

_____ 0700 Contra Costa _____ 3400 Sacramento

TYPE OF EMPLOYMENT DESIRED:

Please indicate types of employment desired. .

ON A PERMANENT BASIS, I AM WILLING TO WORK:
_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)

ON A TEMPORARY BASIS, I AM WILLING TO WORK:
_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)

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.