



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
HEALTH PROGRAM MANAGER III  
Departmental Open Statewide Examination  
Final Filing Date: **July 26, 2013**  
Bulletin Release Date: **June 25, 2013****



KH08-8429 3H138-03

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 (STD. 678) and Supplemental Applications (page three) 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) 445-0983

**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 **July 26, 2013**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

**SALARY RANGES:** \$6,779 - \$7,474 per month.

**POSITION DESCRIPTION:** Positions at this level have full management and supervisory responsibilities for complex statewide health programs and are usually at the major section or above and are typically characterized by one of the following criteria:

1. In charge of a large, well-defined multifaceted health program through multilevel subordinate supervisors and a large, multidisciplinary technical/professional staff. or
2. In charge of a moderate-size health program with at least two of the following characteristics
  - a) New program area with evolving or rapidly changing technology
  - b) Program not clearly defined, requiring development of program definition, policy and resources.
  - c) Highly sensitive/controversial subject matter.
  - d) Significant, immediate and long-range impact on other programs, public and private industry, or
3. In charge of a small highly visible program characterized by broad policy development and implementation, where the nature of such program and policy recommendations is extremely sensitive and controversial, far-reaching and highly visible both within and outside the department. or
4. Serve as the assistant program manager to a branch, exempt or CEA administrator or divisional Deputy Director with additional line management and supervisory responsibility for two or more programs at the section level or above. Where positions are allocated on the basis of the size and complexity of the program must be such that the delegation of this authority will not adversely impact the allocation of the administrator.

Positions exist with the California 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 by **July 26, 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:** One year of experience in the California state service performing duties equivalent to a Health Program Specialist II or Health Program Manager II.

**Or II**

**Experience:** Two years of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I, of which one year must have included supervisory experience.

**Or III**

**Experience:** Five years of progressively responsible experience in health program administration at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or closely related health professional field may be substituted for one year of the required general experience). **AND**

**Education:** Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related field. (One year of additional specialized qualifying experience may be substituted for the required master's degree).

**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 weighted 100%. Applicants are required to respond to the five supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Health Program Manager I 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.

**SUPPLEMENTAL APPLICATION:** Each applicant for this examination **must** complete and submit responses to the five 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.

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

### SUPPLEMENTAL APPLICATION ITEMS

1. As an HPM III, you may be required to prepare a politically sensitive branch-wide/division-wide response to legislative or federal oversight agency inquiry that could cause significant programmatic or fiscal impact to the department. Demonstrate in detail your related experience and how you would go about collecting, formulating and responding to the inquiry.
2. You are the HPM III over a large politically charged program with several components. Due to poor economic times and budgetary shortfalls, you must prioritize your components and determine which one(s) can be eliminated. Describe your experience managing programs and recommending cuts. What elements would you consider, and how would you make your decision.
3. As an HPM III, you may be responsible for a highly visible program where policy recommendations are sensitive and controversial, far-reaching and highly visible both within and outside the department. Describe your experience in managing a highly visible program, including program policy development, program planning, implementation and evaluation.
4. As an HPM III, you are responsible for providing equal employment opportunities for all, and ensuring the work environment is free from discrimination and harassment of any kind. Describe how you would ensure equal employment opportunities and a discrimination and harassment free work environment.
5. Describe two experiences that demonstrate your ability to properly facilitate the resolution of conflict between program demands and stakeholder interest. At a minimum, include in the response, the nature of the conflicts, the steps you took to resolve them and why, as well as the outcome.

**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) 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 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:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance 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