



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
HEALTH PROGRAM SPECIALIST II  
DEPARTMENTAL OPEN - CONTINUOUS FILING**



Bulletin Release Date: 12/16/13

This bulletin supersedes  
the bulletin released on October 15, 2008  
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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 Training and Experience Questionnaires (page two) 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) 324-0286

**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 application and examination packages continuously.

**TESTING PERIOD:** A candidate may be tested only once during any 12 month period.

**SALARY:** \$5309 - \$6645 per month.

**BENEFITS:** Deferred Compensation Plans, Health, Dental and Vision Care Plans, Employee Assistance Program, Bilingual Differential Pay (if appropriate), flexible work hours at management discretion. A comprehensive list of the benefits may be viewed at <http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>.

**POSITION DESCRIPTION:** Incumbents at this level function as highly skilled, technical program consultants in programs which are critical to the department's basic mission, where the level of expertise required is definably greater than that for any other supervisory position at this level; and where the person proposed for the position has an established reputation in the areas of expertise required.

Positions exist statewide with the California Department of Public Health.

**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, job titles and/or 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.  
**Applications 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 in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.

**Or II**

Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.

**EXPERIENCE:** Four 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 a 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 health professional 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 that is weighted 100%. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the incumbent 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 INSTRUCTIONS:** Each applicant for this examination **must** complete and submit his/her responses to all five supplemental items that follow. 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 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.

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

**SUPPLEMENTAL ITEMS:**

**Supplemental Item #1**

A Health Program Specialist II is assigned to lead a team(s) consisting of diverse staff from multi-disciplinary professional backgrounds. The HPS II directs and oversees the work activities of the team to accomplish program objectives and mandates. The HPS II guides and motivates the team.

Please describe, in detail, your leadership and experience in leading a team on a specific health program project. Please include a description of the project, the makeup of the team, your actions in directing the team, planning, implementing, and evaluating the project.

**Supplemental Item #2**

A Health Program Specialist II is responsible for the identification and resolution of a broad range of complex governmental and programmatic problems. They determine the best course of action to resolve the situation.

Please describe in detail a significant problem or challenge that you experienced while you were responsible for a health program.

**Supplemental Item #3**

A Health Program Specialist II is responsible for ensuring budgetary and fiscal accountability for their health programs as well as established funding for future health programs.

Please describe, in detail, your experience in acquiring funding for a health program. Please include a description of how you established and managed your budget.

**Supplemental Item #4**

A Health Program Specialist II works with diverse groups, internally and externally, such as partnerships forming relationships with these groups to engage them in addressing health program needs.

Please describe, in detail, your experience in developing and maintaining a relationship with at least two of the following:

- Internal stakeholders
- Community based stakeholders
- State and local government officials
- Federal program representatives
- Legislative staff

Please include the steps taken to establish and sustain relationships.

**Supplemental Item #5**

As an HPS II you will serve as the lead for a new health program.

Please describe in detail your experience in planning, implementing, and evaluating a new health program.

**THIS CONCLUDES THE EXAMINATION PROCESS FOR THE HEALTH PROGRAM SPECIALIST II. PLEASE REFER TO THE INSTRUCTIONS ON PAGE TWO OF THE BULLETIN FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS.**

**ELIGIBLE LIST INFORMATION:** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of the final scores regardless of date. Eligibility expires 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:** Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All Open Exams/Eligible lists will award Veterans' Preference, regardless of the classification.

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