



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
MEDICAL RECORD CONSULTANT  
DEPARTMENTAL OPEN – CONTINUOUS FILING**

Bulletin Release Date: 12/16/13

This bulletin supersedes  
the bulletin released on November 21, 2008

CW30 -1863 8H126



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 should apply. This is an open examination. Applications will not be processed on a promotional basis and career credits do not apply.

**HOW TO APPLY:** Applications and a copy of official transcripts 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:

**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) 552-9369**

**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 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.

**SALARY RANGES:** \$4569 - \$5723 per month as of October 16, 2008.

**BENEFITS:** Deferred Compensation Plans, Health, Dental and Vision Care Plans, Pre-retirement death benefits, 14 paid holidays, generous paid vacation/sick leave or annual leave, jury duty/military/bereavement leave, 75% Reimbursement of Van Pool or Public Transit Passes, \$65 per month maximum, pre-tax parking (where applicable), Dependent Care Program, Long Term Insurance, Home Loans, Legal Services, Employee Assistance Program, Bilingual Differential Pay (if appropriate), flexible work hours (management discretion). More detailed information of benefits may be viewed on the Department of Personnel Administration's website at <http://www.dpa.ca.gov/home.htm>.

**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:** Consults with records personnel, physicians, hospital administrators, and nurses on the extent and nature of patient care information currently recorded in admission, discharge, clinical and other records in hospitals and related health facilities; assists in the design of standards and advises on feasibility and methods of obtaining significant data in hospital records and health facility; identifies data including indexes of patient flow, use of specialized services, population characteristics conducive to hospital use and other data which may be obtained from or integrated into hospital medical records; develops experiments of medical records procedures to record and transcribe necessary data and investigates and evaluates their applicability to hospital systems; analyzes the potentials and limitations of medical records systems as sources of hospital planning data; meets with and works with hospital administrators, nursing directors and supervisors, Medical Record Officers, and other hospital personnel to obtain cooperation in meeting standards for medical records in public medical care programs and to coordinate application of experimental procedures, including resolution of problems, and provisions of assistance in installing and making adjustments of medical records systems and procedures, reviews data reported for adequacy of standards and reporting procedures, and checks, interprets and advises on such matters as Standard Nomenclature, National Health Surveys, International Statistical Classification and legal aspects of medical records maintenance and reporting; prepares manuals, training aids and organized training programs as required; maintains close liaison with hospitals, medical records librarian associations and other pertinent organizations and professional groups.

Positions exist within 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, number of 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.

Registration by the American Association of Medical Record Librarians as a Registered Record Librarian or eligibility for examination for registration. (Applicants who are not Registered Record Librarians will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.)

**AND**

**Experience:** Three years of increasingly responsible experience in planning, organizing, and directing all medical records activities in a hospital or related health facility including developing and installing medical records systems and providing reference, research, and consultive service for professional staff including interns, residents, and fellows.

**AND**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**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 Qualification Appraisal Panel interview that is 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 circumstances under which this examination was planned change. Such a 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. The principles, standard practices and techniques in the field of health information administration.
2. The principles and methods utilized in the organization and management health information systems.
3. The current trends and developments in health information systems methods and procedures.
4. Health facility and management, and the relation of health information systems to facility functions and programs.
5. Research methods, procedures and statistics.
6. Health Insurance Portability and Accountability Act (HIPAA) requirements and obligations and related federal and state statutes and regulations.

**Ability to:**

1. Establish and maintain cooperative relationships.
2. Plan and conduct training and instructive programs.
3. Appropriately handle stressful situations in the workplace, in a professional and tactful manner.
4. Adapt to changes in priorities, work assignments, and other interruptions which may impact pre-determined courses of action for completing or progressing with work tasks.
5. Use office equipment such as a personal computer (PC), fax machine, calculator, copy machine, etc.
6. Utilize resource tools (e.g., statutes and regulations, on-line references, dictionaries, and texts.)
7. Organize work assignments to ensure timely completion of projects, such as survey reports, program flex requests.

**SPECIAL PERSONAL CHARACTERISTIC:** Willingness to travel throughout the state; perseverance, tact, keenness of observation, and neat personal appearance.

**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 18 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