ANNOUNCEMENT FOR OPEN TESTING
GENETIC DISEASE PROGRAM SPECIALIST III
CONTINUOUS TESTING

Bulletin Release Date: July 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: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the **http://www.spb.ca.gov/jobs/stateapp.htm** and at the department noted on this announcement. Applications may be filed in person or by mail with:

DEPARTMENT OF PUBLIC HEALTH **(916) 445-0983**
SELECTIONS AND CERTIFICATION
In Person: **1501 CAPITOL AVENUE MS 1700-1702**
By Mail: **P.O. BOX 997378**
SACRAMENTO, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Genetic Disease Program Specialist I, Genetic Disease Program Specialist II, and Genetic Disease Program Specialist IV scheduled at the same time, you may file for multiple examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

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 a twenty-four-month period.

SALARY RANGES: $4833 - $5874 per month.

POSITION DESCRIPTION: In a specific genetic disease prevention and control program area, the Genetic Disease Specialist III serves as a professional consultant, providing consultation and technical assistance on complex programs and projects and, as assigned, coordinates with other professional staff on specific projects. Incumbents will typically be responsible for developing program objectives and standards to identify and address specific genetic conditions; evaluating the effectiveness of demonstration projects; providing consultation to the medical community on information in the field of hereditary and congenital disease prevention and control programs; and conducting workshops and seminars on the most complex prevention and control programs.

Positions exist with the California Department of Public Health in Richmond.

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 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.

Either I

One year of experience in California state service performing the duties of a Genetic Disease Program Specialist II.

Or II

Experience: Three years of increasingly responsible experience in administering a public health genetic disease program, in public health research, counseling, or teaching, in genetics, genetic diseases, or a closely related field. (Graduate work at a recognized school with a major emphasis in genetics or genetic diseases may be substituted for up to two years of required experience on a year-for- year basis.) **and**

Education: Equivalent to graduation from college with a major in health sciences or medical sciences.

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 for Genetic Disease Program Specialist I, II, and III are required to respond to the following **four** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at various levels within the Genetic Disease Program Specialist series. 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 give to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The 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 ITEMS: Each applicant for this examination **must** complete and submit his/her responses to the 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 font should be no smaller then "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 ITEMS

Question # 1
Describe your experience in administration and oversight of genetic or other public health programs. In your response be specific and address each of the following:

- Needs assessment process and methods of determining program requirements.
- Defining standards for services or specifying contract requirements.
- Negotiating, providing technical assistance or consulting, defining scope of services to be provided as part of contractual relationship, or collaborative agreement.
- Developing tools for monitoring or assessing performance, including protocols for site visits.

Question #2
Describe your experience in program development and evaluation of a genetic or other public health program. In your response be specific and address each of the following:

- Length of time spent with program.
- Purpose and focus of the program.
- Size of the program (numbers served, budget, geographical area served.).
- Number of professional and other staff involved in development and implementation of the program.
- Relationship to project team and your specific duties.
- Planning process used and details of implementation.
- Method of oversight used and documentation of outcomes; effectiveness of program in meeting goals and objectives.

Question #3
Describe your experience providing direct services, including genetic education, counseling, or other health care services. In your response be specific and address each of the following:

- Kind and complexity of services you personally provided.
- Length of time providing these services.
- Number and characteristics of clients served.
- Setting or location where services were provided.
- Cooperation or coordination with other health care and related providers.

Question #4
Describe your experience with genetic or other public health programs related to research, analysis, and communication. In your response be specific and address each of the following:

- Developing a research or data collection project related to genetic services or public health.
- Designing surveys or other data collection instruments or tools.
- Conducting reviews of scientific, medical, public health, and other related literature.
- Preparing funding proposals for grant applications, budget requests, etc.
- Conducting field survey focus groups or interviews.
- Provide examples of kinds of data collected and analyzed.
- Developing program reports that include analysis of data, and recommendations regarding policies and program changes.

THIS CONCLUDES THE EXAMINATION PROCESS FOR THE GENETIC DISEASE PROGRAM SPECIALIST I, II, AND III. PLEASE REFER TO THE INSTRUCTIONS ON PAGE #2 OF THE BULLETIN FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS. IF YOU ARE TESTING FOR THE GENETIC DISEASE PROGRAM SPECIALIST IV, PROCEED TO QUESTION #5.

Question #5
Describe your experience in leadership roles and as a supervisor of staff.
In your response be specific and address each of the following:

- Length of time as a supervisor.
- Number of employees you have supervised.
- Professional disciplines of those you supervise (e.g., number of nurses).
- Projects assigned to the staff you have supervised.
- Diversity of tasks and projects of staff.
- Your role as supervisor and team leader, including specific responsibilities for evaluating performance of employees.
- Represent or explain your program within your organization and to local, statewide, regional, or national groups.

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 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 PREFERANCE: Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

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