



Open Examination Health Education Consultant III (Specialist)

Final Filing Date: December 7, 2007
Bulletin Release Date: November 16, 2007



TU20 -8313 7H11101

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 job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

DEPARTMENT OF PUBLIC HEALTH (916) 552-9369
SELECTION AND CERTIFICATION UNIT
In Person: 1501 Capitol Avenue, Suite 71-1501
By Mail: MS 1701-1702
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 the Health Education Consultant III (Supervisor) scheduled at the same time, you may file for both 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: Applications (Form STD. 678) must be submitted by **December 7, 2007**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during January, and in Sacramento and Richmond.

SALARY RANGES: \$4,931- \$6,164 per month.

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: Under general direction, incumbents at this level function as nonsupervisory technical specialists developing, planning, organizing, coordinating implementing and evaluating the health education and related components of major statewide projects or programs ensuring statewide program consistency. Incumbents provide consultation on 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 provide professional and administrative guidance to program/project staff that may have significant impact on other departmental health programs or on local, State, or Federal agencies. The work performed at this level in the area of proposing legislation, regulations, policy and/or procedures has the potential for resulting in establishment of new programs or major modification of existing programs.

Positions exist with the Department of Public Health in Sacramento and 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 **December 7, 2007**, 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.

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 the California state service applied toward this pattern must include one year performing duties comparable to 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.

GENERAL QUALIFICATIONS: 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. Principles and methods for curriculum and training design, teaching and instruction for individuals and groups (including theory for multiple audiences), and the measurement of training effects.
2. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
4. Media production, communication, and dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
5. Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
6. Relevant policies, procedures, and strategies to promote effective local, state, or national health programs and initiatives.
7. Principles and practices of providing health care services, prevention services, and individual/community health improvement programs.
8. Historical events and their causes, indicators, and effects on cultural populations.
9. Administration and organization of health care delivery and managed health care system, including plans, programs and systems and factors considered in health care systems decision making. Administration and organization of health care delivery systems.
10. Principles, methods, and techniques effective in the planning and implementation of a health education program
11. Materials and literature on public health education.
12. Principles and methods of community organization and group work.
13. Principles and practices of public health administration and public health principles, programs, and practices at the national, state and community levels.
14. Principles and methods of consultation.

15. Methods of community study and of evaluation methods applicable to health education practice.
16. Knowledge of theories and processes of education and their relationship in bringing about voluntary behavioral change.
17. Principles and methodology of research.
18. Contract negotiations and administration.
19. Management problem-solving methods.
20. Interagency and interdisciplinary relationships.
21. Current trends in the field of health education and health care services.
22. Principles and practices of policy formulation.
23. Preparation and planning for coordination of programs with other governmental or private agencies in the development or implementation of health education programs.

Ability to:

1. Listen to and understand information and ideas presented through spoken words and sentences.
2. Communicate information and ideas in speaking and in writing so others will understand.
3. Conduct conference workshops and training programs and train others in the principles and practices of health education.
4. Develop, implement and evaluate less complex health education programs and projects.
5. Establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.
6. Communicate health education knowledge for application by other disciplines and the public.
7. Analyze situations accurately and take effective action.
8. Prepare reports.
9. Apply principles and methodology of research.
10. Recognize, assess, and develop solutions to problems associated with health education programs.
11. Develop, implement, and evaluate the most complex, controversial, sensitive, and/or difficult programs, projects and policies.
12. 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 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.

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