



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH FACILITIES EVALUATOR I
DEPARTMENTAL PROMOTIONAL EXAMINATION**



Bulletin Release Date: November 15, 2013

****FINAL FILING DATE: December 10, 2013****

SZ70 / 8001 3H1BY

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: This is a promotional examination for the Department of Public Health. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Public Health. Employees who have limited-term appointments in the department (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional exams in the department or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; or 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; or 3) persons retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

HOW TO APPLY: Applications 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) 552-9369**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: Applications received after the final filing date of December 10, 2013 will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS: 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.

SALARY RANGE: \$3,849 – 4,819 per month.

POSITION DESCRIPTION: This is the journey person level of the series. Incumbents conduct inspections, investigations, surveys, and evaluations of health facilities for conformity with licensing and certification requirements of the Department of Public Health and for compliance with State and Federal laws, rules, and regulations relating to medical care. Advise health facilities administrators and community agencies regarding State health facilities inspection, licensing, and certification programs. Primary responsibility is for enforcement of licensing and certification laws and Federal regulations, conditions, and standards of participation pertaining to the physical plant and environmental conditions, the governing body and administration, dietary services, and activity programs. Incumbents may act as team leaders and may assist in the training of new staff.

Positions may 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 December 10, 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, names 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.

Possession of a master’s degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field from a recognized school may be substituted for one year of the required general experience.

Either I

One year of experience in the California state service performing the duties of a Health Facilities Evaluator Trainee.

Or II

Education: Equivalent to graduation from a four-year college or university with a degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and

Experience: One year of responsible professional administrative or clinical experience requiring definition and implementation of operational program policy in a health facility, clinic, or related agency, or

Two years of medical service corps or hospital corps experience in a branch of the armed services.

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.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

EXAM SCOPE: Ratings will be based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. State and Federal laws, regulations, and rules administered by the Department governing the planning, constructions, licensing, inspection, regulation, and supervision of such public and private health

facilities as hospitals, nursing homes, intermediate care facilities, clinics, adult day-care centers, and home health agencies;

2. Health facility organization, operation, and procedures;
3. Applicable departmental policies and procedures;
4. Functions and techniques of health facility management, services, organizations, and standards for patient care;
5. Investigative methods and techniques and rules of evidence;
6. Types and usage of modern health facility buildings, furnishings, and equipment;
7. Medical terminology.

Ability to:

1. Interpret and apply pertinent State and Federal laws, regulations, and rules;
2. Establish and maintain cooperative relationships with personnel in the health facility industry, within the Department, and with other community social and health agencies.

ELIGIBLE LIST INFORMATION: A departmental open list will be established for use by the Department of Public Health. This 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. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

NOTE: Transfer of list eligibility is not permitted from a list established by an Education and Experience (E&E) examination to a list established by any other type of examination.

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 are not granted in promotional 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