



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH FACILITIES EVALUATOR TRAINEE
DEPARTMENTAL OPEN EXAMINATION**
Bulletin Release Date: March 30, 2015
FINAL FILING DATE: April 30, 2015



SZ72 / 8007 5H140

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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 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 April 30, 2015, 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: \$2873.00 – \$3,600.00 per month.

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

POSITION DESCRIPTION: This is the trainee level in the series. Under close supervision, performs a variety of technical and administrative duties while receiving training and learning the specialized administrative, staff, and technical work required of a Health Facilities Evaluator. Performs the more routine health facilities evaluation duties. Learns applicable principles and statutes used by Health Facilities Evaluators through study of licensing and certification laws, regulations, policies and procedures and, under close supervision, applies them in assigned phases of the work. Assists in surveys by collecting information on health facilities and health services through interview, inspection, and other investigative processes. Evaluates information and assists in preparing reports. Persons at this level are expected to demonstrate ability to progress to the next higher level class.

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 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. Applicants must submit a copy of official transcripts along with the application when applying 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.

Education: Possession of a master’s degree in a recognized health field, ie., 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.

And Either I

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. [Experience as a Registered Nurse, Licensed Vocational Nurse, or Licensed Psychiatric Technician may be substituted for the required education as follows: one year of experience as a Registered Nurse, or two years of experience as a Licensed Vocational Nurse, or Licensed Psychiatric Technician is equivalent to one year of education (30 semester units). Under this substitution pattern, applicants must possess the appropriate current California license.] (Administrative or clinical experience requiring definition and implementation of operational program policy in health planning, public health, the military medical service or hospital corps, or health program administration may be substituted for the required education on a year-for-year basis.) (Registration as a senior in a recognized institution will admit applicants to the examination, but then must produce evidence of graduation or its equivalent before they may be considered eligible for appointment.)

Or II

One year of experience in the California state service performing health-related duties in a class comparable to Management Services Technician, Range B.

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.

DESIRABLE QUALIFICATIONS: Willingness to travel throughout the State, work irregular hours, and possession of a valid driver’s license.

EXAMINATION INFORMATION: The examination will consist of a Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Supplemental Application designed to elicit specific information in specific areas that demonstrates ability to successfully perform at the incumbent level. Responses to the Supplemental Application will be competitively assessed based on pre-determined 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 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.

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 purposes of regulations governing health facilities and services.

Ability to:

1. Collect and analyze data;
2. Participate effectively in conferences and training sessions,
3. Communicate effectively
4. Establish and maintain effective working relationships.

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 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.

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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

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