



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH PROGRAM MANAGER II**

Final File Date: **JULY 08, 2011**
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OPEN ONLY

KH04 -8428 0H137



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.

EXAMINATION TYPE	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
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	<p>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:</p> <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 319-9759 SELECTION AND CERTIFICATION SECTION</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 71.1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
CROSS FILING INFORMATION	If you meet the entrance requirements for this classification and for Health Program Manager I scheduled at the same time, you may file for both examinations on a single application. You <u>must</u> 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 July 08, 2011 , 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.
SALARY RANGE(S)	\$5576- \$6727 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> 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) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTION	<p>This is the full supervisory level. Under general direction, incumbents plan, organize and direct the work of a staff administering comprehensive health programs or projects. These positions are typically used at the section level and above, and are characterized by one of the following criteria:</p> <p>1. Serve as Assistant Chief of a major program and have line responsibility for a portion of a large, well-defined program with multidisciplinary staff. Responsibilities include complex staff services functions in addition to program responsibilities. or</p>

	<p>2. Serve as Assistant Chief of a major program and have responsibility for a portion of a moderate size statewide health program with a wide variety of program area, developmental projects or pilot projects, and diverse funding sources. Responsibilities usually include program development for grant proposals and multiple complex contracts requiring a high level of program knowledge. or</p> <p>3. Have full management and supervisory responsibility for a small complex program with emphasis on health program knowledge and requiring staff services skills.</p> <p>Positions exist with the California Department of Public Health in Sacramento County and Contra Costa County.</p>
<p>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</p>	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by July 08, 2011, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>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, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
<p>MINIMUM QUALIFICATIONS</p>	<p>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.</p> <p style="text-align: center;">EITHER I</p> <p>One year of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.</p> <p style="text-align: center;">OR II</p> <p>Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.</p> <p style="text-align: center;">OR III</p> <p>Experience: Four years of progressively responsible experience in health program administration, at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for one year of the required general experience.) And</p> <p>Education: Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)</p>
<p>GENERAL QUALIFICATIONS</p>	<p>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.</p>
<p>EXAMINATION INFORMATION</p>	<p>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 regarding each candidate's education and experience relevant to the testing criteria. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.</p> <p>The California 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.</p>

ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place 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 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>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.</p>
VETERANS PREFERENCE	<p>Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.</p>
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>