



ANNOUNCEMENT FOR OPEN TESTING Health Program Manager II

Final Filing Date: **May 15, 2009**

Bulletin Release Date: **April 15, 2009**

KH04-8428 9H103

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 Multi-Departmental Open examination for California Department of Public Health, California Department of Health Care Services, California Department of Emergency Medical Services Authority, and California Department of Managed Health Care. 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:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-8350
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1700-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **May 15, 2009**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$5,576 - \$6,727 per month.

POSITION DESCRIPTION: 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:

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**
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**
3. Have full management and supervisory responsibility for a small complex program with emphasis on health program knowledge and requiring staff services skills.

Positions exist 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 **May 15, 2009**, 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 in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.

Or II

Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.

Or III

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**

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.)

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 Narrative Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Narrative 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.

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.

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 multi-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.

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