OPEN EXAMINATION

HEALTH EDUCATION CONSULTANT I

CONTINUOUS TESTING

TU30/8333 8H1AK

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 the 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. Download the Health Education Consultant Application Package from the CDPH web site.
Applications may be filed in person or by mail with:

DEPARTMENT OF PUBLIC HEALTH (916) 445-0983
Selection Unit
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: PO Box 997378 MS 1701
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing periods for this classification are January 1 through June 30 and July 1 through December 31.

SALARY RANGES: $3,328 - $4,651 per month.

POSITION DESCRIPTION: This is the training and first working level. Under close supervision, as a trainee incumbents will be given training to develop and strengthen skills in interpretation, application, consultation, and program planning in health education and will gain experience necessary to effectively perform at the first working level. Incumbents perform the more routine assignments and may assist in developing, monitoring, and evaluating established or new health education programs, projects or policies.

Under supervision, at the first working level, incumbents provide the less complex planning, consulting, monitoring, and evaluating functions of health education policies, programs, or projects of average difficulty, relating to a specific public health program; assist with the more complex health education policies, programs, or projects, in the identification of objectives and development and evaluation of program planning; participate in contract negotiations, selection of pretesting methods and target groups; monitor program progress and contract compliance; participate in developing, coordinating, and conducting training programs; coordinate inventory of educational resources and materials.

Positions exist with the Department of Public Health in Sacramento and the Bay Area.

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/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). **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.

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.

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

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: 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.

SCOPE: Ratings will be determined 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. Principles, methods, and techniques effective in the planning and implementation of a health education program.
2. Materials and literature on public health education.
3. Principles and methods of community organization and group work.
4. Educational theory for multiple audiences.
5. Principles and practices of public health administration.
6. Principles and methods of consultation.
7. Methods of community study and of evaluation methods applicable to health education practice.
8. Public health principles, programs and practices at the national, State, and community levels.
9. Theories and processes of education and their relationship in bringing about voluntary behavioral change.

Ability to:

1. Train others in the principles and practices of health education.
2. Develop, implement and evaluate less complex health education programs and projects.
3. Conduct conference workshops and training programs.
4. Establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.
5. Communicate health education knowledge for application by other disciplines and the public.
6. Analyze situations accurately and take effective action.
7. Prepare reports.
8. Communicate effectively.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into a departmental open list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires 12 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 minimum qualifications will be placed on the eligible list.

> **NOTE:** Transfer of list eligibility is not permitted from a list established by an 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 PREFERANCE: 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