



**OPEN EXAMINATION
MEDICAL CONSULTANT I, DHS
CONTINUOUS TESTING**

This bulletin cancels and supersedes the bulletin released January 3, 2003
SM80 / 7787 8H1AQ



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: 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 through the <http://www.spb.ca.gov/jobs/stateapp.htm> and at the testing office shown below. 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 71.1501
By Mail: MS 1701-1702
P.O. BOX 997378
Sacramento, CA 95899- 7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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.

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 of testing as needs warrant.

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES:

Range A: \$8711 - \$11381 per month. This range shall apply to incumbents who do not meet the criteria for payment at either Range B or Range C.

Range B: \$9132 - \$11932 per month. This range shall apply to incumbents who:

- Have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American medical specialty board or an American osteopathic specialty board. OR
- Have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution. OR
- Have completed on year of full-time paid public health medical experience in a public health agency, and one year of academic training at the graduate level in public health and preventive medicine, and one year of approved residency training in public health and preventive medicine.

Range C: \$9398 - \$12280 per month. This range shall apply to incumbents who possess a valid medical or osteopathic specialty certificate issued by an American medical specialty board or an American osteopathic specialty board.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Under direction, a Medical Consultant I, Department of Health Services works either (1) in a region or district office to give professional advice and guidance on the medical aspects of one of the Department's programs; or (2) in a small district office to act as district administrator responsible for one of the Department's programs; or (3) in a staff capacity to assist in the review of the work of the field to assure uniformity and quality of decisions and in the development of policies and standards relative to the Department's programs; and to do other related work.

Positions exist with the 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/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: Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

And

One year of experience in the practice of medicine, exclusive of the internship.

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 Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process. If a candidate’s notice of interview fails to reach him/her before the scheduled interview date due to a verified postal error, he/she will be rescheduled upon written request.

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.

INTERVIEW 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 practices of general medicine and surgery with particular reference to the techniques and trends in the diagnosis of physical and mental handicaps and in treatment programs for such handicaps.
2. Interrelationships of Federal, State, and local professional and voluntary public health and welfare agencies and of the programs and services of such agencies.
3. Principles of community organization and skill in their application.
4. Principles of preventative medicine.
5. Department’s Equal Employment Opportunity Program objectives.
6. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Interpret and apply the medical policies and standards of the Department’s program of medical care.
2. Promote the organization of community health resources and their effective utilization in a medical care program.
3. Analyze situations accurately and take effective action.
4. Establish and maintain cooperative relations with those contacted in the work.
5. Write effectively.
6. Communicate effectively before professional and lay groups.
7. Effectively contribute to the Department’s equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement 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. Names of successful competitors are merged into the open list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires 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: 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