



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH MEDICAL ADMINISTRATOR II
CAREER EXECUTIVE ASSIGNMENT**

Final File Date: **March 8, 2012**
Bulletin Release Date: February 8, 2012

OPEN ONLY

SH34 -7675 2H142



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	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 align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT</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>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by March 8, 2012 , 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)	\$11,400 - \$13,676 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <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	Under administrative direction of the Deputy Director, Public Health, to plan, organize, coordinate and direct several major statewide public health programs, typically a division, identified as requiring both administrative and medical expertise at the third organizational or division chief level with significant responsibility for the development and implementation of public health medical policy; provides overall program direction, develops new programs; provides guidance to the Department and the Legislature to assure the State is providing optimum public health services; identifies and assesses research needs and resources within several programs and provides leadership in planned research programs; represents the Department on committees and in activities related to other public and voluntary organizations, agencies, and advisory groups. Positions exist with the California Department of Public Health in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by March 8, 2012, 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>
MINIMUM QUALIFICATIONS	<p>Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the 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 candidate will be eligible for appointment.)</p> <p style="text-align: center;">And</p> <p>Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.</p> <p style="text-align: center;">And</p> <p>Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)</p>
GENERAL QUALIFICATIONS	<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>
EXAMINATION INFORMATION	<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 Twelve (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>