



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SUPERVISING PROGRAM TECHNICIAN II**

Final File Date: May 18, 2012
 Bulletin Release Date: April 27, 2012
WRITTEN TEST DATE: June 23, 2012
PROMOTIONAL ONLY



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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 a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
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="right">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983 SELECTION AND CERTIFICATION UNIT</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by May 18, 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.
WRITTEN TEST DATE	Written test date June 23, 2012. Written tests will be scheduled in Bakersfield, Sacramento, San Diego, and San Francisco. It is the candidate's responsibility to contact the California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.
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.
SALARY RANGE(S)	\$2953 - \$3590 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)

	A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm
POSITION DESCRIPTION	<p>This is the second supervisory level in this series. Under general direction, incumbents train new employees; plan, organize, and direct the work of a small unit comprised mainly of Program Technicians II and may include lower level Program Technicians; and personally perform the most complex work.</p> <p>Positions exist with the California Department of Public Health in Bakersfield, Sacramento, San Diego, and San Francisco.</p>
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 May 18, 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>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>Either I In the California state service: (a) one year of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I; or (b) two years of experience performing duties equivalent in level of responsibility to the class of Program Technician.</p> <p>Or II Three years of experience in a governmental or private agency performing duties with program responsibility equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least 18 months in a position equivalent in level of responsibility to the California state civil service class of Supervising Program Technician I.)</p>
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	<p>The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.</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 circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
WRITTEN TEST SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles of effective supervision 2. Supervisory responsibilities under the Ralph C. Dills Act 3. A supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment 4. Appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Plan, organize, direct, and evaluate the work of employees 2. Assess the training needs of employees 3. Develop staff; understand and fulfill supervisory responsibilities under the Ralph C. Dills Act

	<p>4. effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment; apply appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.</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 promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 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	Veterans preference credits are not granted in promotional examinations.
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>