

## **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)**

### ***Getting on the Eligible List and Applying for a Job***

**Classification: Public Health Medical Officer (PHMO)**

**Levels:**

- PHMO II
- PHMO III
- PHMO III Epidemiology

**Link to further information to determine the Classification you qualify**

**for:** <http://www.calhr.ca.gov/state-hr-professionals/pages/5576.aspx>

(Definition of Levels/Specialties and Minimum/Desirable Qualifications)

Thank you for your interest in California State Civil Service employment. To become a state employee, you must complete the STD 678 Form and Supplemental Application Examination Form, both of which are completed online and printed. The Supplemental Application Examination is designed to elicit specific information regarding each candidate's education and experience relative to the Classification. Responses to the questionnaire will be assessed based on a pre-determined rating criteria developed in relation to the elements of the job and linked to the knowledge, skill, and ability required on the job. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above what is minimally required.

### **Instructions to get on the Eligible List**

Complete the STD 678 and Supplemental Application for the Classification Level you qualify for and are interested in. If successful, you will be placed on the PHMO Eligible List.

- Step 1 <http://www.cdph.ca.gov/services/jobs/Pages/CurrentOpenExaminations.aspx>
- Step 2 click link to the Classification Level you qualify for
- Step 3 once on the Open Exam Continuous Testing page, click link to the STD 678 and complete
- Step 4 once on the Open Exam Continuous Testing page click link to the 'PHMO Series Examination Application Package' (Supplemental Application) and complete
- Step 5 collate all required documents and mail or deliver in person to CDPH Human Resources Branch (HRB) at the following address:

**DEPARTMENT OF PUBLIC HEALTH  
1501 CAPITOL AVENUE, SUITE #1501  
P.O. BOX 997378, MS 1701  
SACRAMENTO, CA 95899-7378**

**Attention: Human Resources Branch; PHMO Exam Coordinator**

CDPH Human Resources Branch: 916.445.0983

CDPH General Information: 916.558.1784.

**Helpful Hints to get on the Eligible List**

- Read the Open Exam Continuous Testing page carefully before completing the required documents to ensure you submit all necessary information.
- All applicants must submit a complete set of required documents. Missing information will delay processing, and may exclude you from being added to the PHMO Eligible List in a timely manner.
- A Curriculum Vita is encouraged. Special care should be taken to submit a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on the Job Vacancy Bulletin.
- Documentation of your current California Medical License [http://www.mbc.ca.gov/Breeze/License\\_Lookup.aspx](http://www.mbc.ca.gov/Breeze/License_Lookup.aspx)
- **Be sure to sign the STD 678 and the Supplemental Application**
- You are advised to keep a photocopy of the required documents you submit for your records.
- In the event that you are called for a hiring interview, you may be requested to provide copies of the required documents. Facsimiles (FAX) or electronic transmissions will **NOT** be accepted under any circumstances.

**Who Should Apply:**

Persons who meet the minimum qualifications as stated in the [Classification Description \(specification\)](#).

**Requirements for Admittance:** It is your responsibility to make sure you meet the education and/or experience requirements stated. Your signature on your application indicates you have read, understood and possess the basic qualifications required. NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Unless otherwise specified in the class specification, qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern, distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, & additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Examination Information:**

The Supplemental Application Examination is weighted 100 percent.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Eligible List Information:**

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 18 months after it is established.

**Veterans' Preference:**

Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation> , and the Department of Veterans Affairs.

**Drug Free Statement:**

It is an objective of the state of California to achieve a drug-free state 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.

**EEO:**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

**Instructions to apply for a Job Vacancy**

To search for PHMO positions:

- Step 1 <http://www.calhr.ca.gov/Pages/home.aspx>
- Step 2 click link to Job Seekers
- Step 3 insert Public Health Medical Officer into 'Job Title' and press search
- Step 4 click link under Job Vacancies for the Classification Level you qualify for and are interested in, to review Job Description, location and salary range
- Step 5 email or call contact listed for more information, or mail all required documents to address listed
- Step 6 for notification of all future Job Vacancies in the Classification Level, enter email address under 'eNotify Me' button in top right hand corner of webpage