



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
Health Facilities Evaluator Manager II**

Final Filing Date: **May 17, 2010**
Bulletin Release Date: April 15, 2010

SZ50-7993 0H11002

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="center">DEPARTMENT OF PUBLIC HEALTH (916) 552-9212 SELECTION AND CERTIFICATION SECTION</p> <p>In Person: 1501 CAPITOL AVENUE, SUITE 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>
CROSS FILING INFORMATION	If you meet the entrance requirements for this classification and for Health Facilities Evaluator Manager I scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.
FINAL FILING DATE	Applications (Form STD. 678) and responses to the supplemental items must be submitted by May 17, 2010 , the final filing date. Applications and/or supplemental responses 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)	\$5576 - \$6727 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	<p>Incumbents at this level plan, organize, and direct either (1) the operation of a large district office defined as those offices with a minimum of 40 professional and clerical staff; (2) a statewide program of licensing, inspection, investigation, and/or certification of health facilities under public medical care legislation; (3) direct the administrative appeal hearing activities statewide; supervise appeal hearing staff, Health Facilities Evaluator Specialists; hear the most complex health facilities appeals; and serve as senior program consultant to the Department's legal staff and the Attorney General's Office on the most controversial and sensitive enforcement issues involving licensing actions pursued through arbitration or court litigation; or (4) organize, plan, coordinate, and direct the activities of Health Facilities Evaluator Managers I engaged in providing policy direction, procedural development, and related support.</p> <p>Positions exist with the Department of Public Health statewide.</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 17, 2010, 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>Possession of a master's degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field from a recognized school may be substituted for one year of the required general experience.</p> <p>Either I One year of experience performing the duties of a Health Facilities Evaluator Manager I or Health Facilities Evaluator Specialist in the California state service. Or II Two years of experience performing the duties of a Health Facilities Evaluator II or Health Facilities Evaluator II (Supervisor) in the California state service. Or III Education: Equivalent to graduation from a four-year college or university in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and Experience: Four years of increasingly responsible professional administrative or clinical experience requiring definition and implementation of operational program policy including or supplemented by two years of professional administrative or clinical experience as a supervisor or consultant in a health facility planning, licensing, certification, or general health administration program. (Experience in California state service applied toward this requirement must include one year at a level of responsibility equivalent to the Health Facilities Manager I or Health Facilities Evaluator Specialist levels.)</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 that is weighted 100%. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Health Facilities Manager I and/or II level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.</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>
SUPPLEMENTAL APPLICATION INSTRUCTIONS	<p>Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by May 17, 2010, the final filing date. Applications received without responses to the supplemental items <u>will be rejected</u>.</p> <p>INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:</p> <ul style="list-style-type: none"> ● Your responses must be typewritten or generated by word processing on 8½" X 11" paper. ● Your responses must be limited to one page per item. ● Identify each page with your full name. ● Make sure your responses are complete, specific, clear, and concise. ● Answer each numbered item separately indicating the corresponding item number for each response. (You may include multiple responses on a single page.) ● Include place of employment, pertinent dates, duties performed, etc., when responding to items. ● In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely. <p>NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.</p>
SUPPLEMENTAL ITEMS	<ol style="list-style-type: none"> 1. Describe your leadership, supervisory and/or team leading experience, including techniques of organizing and motivating groups and/or employees, and your experience interacting effectively with a variety of individuals, organizations, state agencies and local governments. 2. Describe and quantify the number of years of experience in planning, organizing and prioritizing the work of multidisciplinary professional and administrative staff and allocating resources to ensure workload and assignment requirements are met and completed on time. 3. Describe your experience interpreting and applying state and federal laws, regulations, and policies and procedures administered by the California Department of Public Health as they relate to the licensing and certification of health facilities and/or individuals certified and licensed by the Licensing and Certification program. 4. Describe a specific experience that demonstrates your ability to analyze complex problems and recommend effective courses of action. Describe the steps you took to implement your recommended course of action. Please provide specific details. 5. Describe two different experiences that demonstrate your ability to use appropriate communication skills to diffuse a difficult situation. Experiences/examples should describe interaction with: staff or providers/professionals or the general public or state or federal representatives. Include in your response the nature of the conflict and outcome.

<p>ELIGIBLE LIST INFORMATION</p>	<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>
<p>VETERANS PREFERENCE</p>	<p>Veterans preference credits are not granted in promotional examinations.</p>
<p>TELECOMMUNICATIONS DEVICE FOR THE DEAF</p>	<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>