



**ANNOUNCEMENT FOR OPEN TESTING  
COMMUNICABLE DISEASE MANAGER III**  
Final Filing Date: **October 31, 2008**  
Bulletin Release Date: September 12, 2008



KI10-8402 8H12303

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 at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

**DEPARTMENT OF PUBLIC HEALTH (916) 324-0286**  
**SELECTION UNIT**  
**In Person: 1501 Capitol Avenue, Suite 1501**  
**By Mail: MS 1701-1702**  
**P.O. BOX 997378**  
**Sacramento, CA 95899-7378**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**CROSS FILING INFORMATION:** If you meet the entrance requirements for this classification and for Communicable Disease Specialist II and/or Communicable Disease Manager II scheduled at the same time, you may file for all three exams 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. You will not be considered for additional classes after the final filing date.

**FINAL FILING DATE:** Applications (Form STD. 678) must be submitted by **October 31, 2008**, 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.

**ORAL INTERVIEW DATE:** It is anticipated that oral interviews will be scheduled during **November**, and in such locations throughout the state as the number of candidates and conditions warrant. If a candidate's notice fails to reach him/her prior to the date of the QAP due to verified postal error, he/she will be rescheduled upon written request.

**SALARY RANGES:** \$5576-\$6727- per month.

**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:** May serve as Program Chief for communicable disease prevention program, i.e, venereal disease, tuberculosis, and immunization assistance, under the broad direction of the Chief, Infectious Disease Section. As Chief of a communicable disease program, the incumbent may act and make independent decisions for the Chief, Infectious Disease Section. Or As Assistant Chief for a large and complex communicable disease program, i.e., venereal disease, under the direction of the Program Chief. As Assistant Program Chief for a large and complex program, the incumbent may act for and make independent decisions for the Program Chief. The incumbent plans, organizes, directs and coordinates the activities of a statewide Communicable Disease Prevention and Control Program and may supervise a large technical staff involved in a statewide program. Incumbents assist in the development, implementation, and evaluation of statewide program policy; provide professional program consultation and technical advice to Federal, State, local, and regional conferences; and maintain close coordination with counterparts in Federal and local agencies.

Positions exist within the Department of Public Health in Sacramento/Richmond.

**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 by **October 31, 2008**, the final filing date. 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:** 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.

**Either I**

**Experience:** Two years of experience in the California state service as a Communicable Disease Specialist II or a Communicable Disease Manager II.

**OR II**

**Experience:** Five years of experience in an administrative or supervisory capacity in a local, State, or Federal agency with responsibility for the planning, implementation, or evaluation of a significant phase of a communicable disease program.

**Education:** Equivalent to graduation from college.

**SPECIAL PERSONAL REQUIREMENT:** Willingness to travel throughout the State.

**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.

**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. Knowledge of general disease prevention, epidemiology principles and analysis of communicable diseases and related public health problems.
2. Knowledge of modes of transmission and diagnosis treatment and out break response.
3. Knowledge of principles and techniques of field investigations contact tracing, and community mobilization.
4. Knowledge of program assessment, planning, and evaluation of communicable disease control.
5. Knowledge of principles and practices of public health organization, fiscal management, and personnel administration.
6. Knowledge of State and Federal laws and regulations governing local communicable disease programs.
7. Knowledge of principles of supervision.
8. Knowledge of department’s Equal Opportunity Employment (EEO) program and manager’s role in process available to meet EEO action objectives.
9. Knowledge of principles and techniques of program budget management and performance of other administrative duties.
10. Knowledge of state role and responsibilities in communicable disease control.

**Ability to:**

1. Ability to develop cooperative and harmonious relationships with local health departments, providers and communities in the course of disease prevention and control work.
2. Ability to assume and demonstrate independent responsibility for multiple decisions and actions having regional implications on program objectives and activities.
3. Ability to analyze situations accurately and take effective action.
4. Ability to speak and write effectively to a diverse audience.
5. Ability to develop and implement program policies, standards, and procedures.
6. Ability to organize, coordinate, oversee and supervise the work of staff to address multiple program activities.
7. Ability to convene and facilitate statewide work groups or teams.
8. Ability to maintain a professional non-judgmental attitude, and confidentiality in the work place.
9. Ability to prioritize activities in a fast paced, multidisciplinary work environment.
10. Ability to develop and provide TA and guidance in regards to Communicable Disease and intervention at the local, regional and state levels.
11. Ability to provide mentoring and training to local and state communicable disease staff to improve capacity.
12. Ability to train, develop and supervise project and program staff; effectively contribute to the department’s Equal Employment Opportunity action objectives.
13. Ability to assess resources and infrastructure, and organize and coordinate interjurisdiction safety net and surge capacity for disease intervention at the local, regional and state levels.

## GENERAL INFORMATION

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements 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. A departmental open 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.

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