



**OPEN EXAMINATION
ASSOCIATE HEALTH PROGRAM ADVISER
CONTINUOUS TESTING**
KH12 / 8337 8H1BF



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 through the <http://www.spb.ca.gov/jobs/stateapp.htm> and at the testing office shown below. Applications may be filed in person or by mail with:

	DEPARTMENT OF PUBLIC HEALTH	(916) 445-0983
	SELECTION UNIT	
In Person:	1501 Capitol Avenue	
By Mail:	MS 1702	
	P.O. Box 997378	
	Sacramento, CA 95899-7378	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept application and examination packages continuously.

TESTING PERIOD: A candidate may be tested only once during any 12 month period.

SALARY RANGES: \$4400 - \$5348 per month. As of July 24, 2008

BENEFITS: Deferred Compensation Plans, Health, Dental and Vision Care Plans, Employee Assistance Program, Bilingual Differential Pay (if appropriate), flexible work hours at management discretion. A comprehensive list of the benefits may be viewed on the Department of Personnel Administration website at <http://www.dpa.ca.gov/benefits/main.htm>.

POSITION DESCRIPTION: Under direction, incumbents perform the more difficult and complex duties involved in the planning, implementing, monitoring and evaluating health program or projects. An Associate Health Program Adviser may have lead responsibility, serve as team leader on studies or projects or discrete program areas, and plan and perform staff work for health-related committees.

The majority of positions exist with the Department of Public Health in Sacramento and Richmond; with a limited number of positions throughout the state.

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 on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include "to" and "from" dates (month/day/year), time base, job titles and/or 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.
Applications received without this information will be rejected.

NOTE: Applicants must show their license number, title, and expiration date on their application and provide a copy of their license. **Applications received without this information will be rejected.**

MINIMUM QUALIFICATIONS:

Either I

One year of experience in the California state service performing duties comparable to Health Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the

examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

EXPERIENCE: Three years of progressively responsible experience in health program administration, at least one year of which shall have included significant responsibility in a program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration or a closely related health professional field may be substituted for one year of the required general experience.) (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration or a closely related field may be substituted for the two years of the required general experience.)

AND

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience in Public Health or Health Program Administration may be substituted for the required education on a year-for-year basis.)

GENERAL QUALIFICATIONS: 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.

EXAMINATION INFORMATION: The examination will consist of Training and Experience Questionnaire weighted 100%. The Training and Experience Questionnaire has been designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined 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 what is minimally required.

All applicants must complete and return the entire Training and Experience examination packet. The examination packet may be obtained:

On-line: [Training and Experience Packet](#)
DEPARTMENT OF PUBLIC HEALTH
SELECTION UNIT
In Person: 1501 Capitol Avenue
By Mail: MS 1702
P.O. Box 997378
Sacramento, CA 95899-7378
By Calling: (916) 445-0983

The 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.

SPECIAL PERSONAL CHARACTERISTIC: Willingness to travel throughout the state; perseverance, tact, keenness of observation, and neat personal appearance.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement 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. All successful candidates will be ranked according to their final scores. Names of successful competitors are merged into the open list established for use by the Department of Public Health in order of final scores regardless of testing date. Eligibility expires 18 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 be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

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