



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ASSOCIATE HEALTH PROGRAM ADVISER
OPEN EXAMINATION
CONTINUOUS TESTING**



KH12 / 8337 8H1BF

Bulletin Release Date: November 16, 2015

This bulletin supersedes the bulletin released on February 24, 2015

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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: Applications (STD. 678) and Training and Experience Questionnaire must be submitted via the U.S. Postal Service or hand delivered to the Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at:

<http://jobs.ca.gov/pdf/std678.pdf>. Submit hard copy applications to:

Mailing Address:

**California Department of Public Health
Examination Services Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378**

File in Person Address:

**California Department of Public Health
Examination Services Unit
1501 Capitol Avenue, 71.1501
Sacramento, CA 95814
Telephone: (916) 322-4460**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: The testing office has established the following application cut-off dates: January 20, March 20, May 20, July 20, September 21, and November 20. Submission of applications after the cut-off dates will not be accepted for the current examination, but will be held for the next scheduled examination.

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

SALARY RANGES: \$4600 - \$5758 per month

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- 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.calhr.ca.gov/Pages/home.aspx>

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.

Positions exist with the Department of Public Health in the following counties: Contra Costa and Sacramento.

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. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.

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) 319-9759

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.

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. Legislative process to effectively act in the Department's interest.
2. Public health principles to develop effective Programs, services, and evaluation strategies.
3. Group dynamics to work with teams and advisory committees.
4. Analytical techniques for various purposes including but not limited to: evaluating Program effectiveness, report writing, and policy development.
5. Funding processes.
6. Contract development, including policies and procedures for contract negotiation and determination of compliance measures.
7. Data gathering techniques and research methods to ensure accuracy and defensibility of outcomes.
8. Basic statistics.
9. Budget process to assist in development of budget concepts and proposals.
10. Strategic planning process.

Ability to:

1. Manage workload and prioritize tasks according to changing priorities in a constantly changing work environment.
2. Communicate clearly and effectively, both orally and in writing, with various audiences.
3. Read, analyze, and interpret documents and reports to extract and apply pertinent information.
4. Identify problems/issues and formulate recommendations.
5. Assist in development of assessment tools to monitor compliance with contracts or mandates.
6. Be culturally sensitive to the needs of diverse groups.
7. Work effectively with external entities, including governmental agencies, service providers, advocates, consumers, and special interest groups.
8. Establish and maintain cooperative professional relationships with individuals and entities at local, State, and Federal levels.
9. Work effectively in a politically sensitive environment.
10. Work professionally within the Department's code of conduct.

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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Associate Health Program Adviser

Name: _____
(Print: first, middle initial, last)

FFD: Continuous

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please check your choices - you will not be offered a job in locations not checked.

Contra Costa County (0700) _____
Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Services Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____

Date: _____