



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
SENIOR HEALTH PHYSICIST  
OPEN EXAMINATION  
CONTINUOUS TESTING**

HX20 - 3802 6H1BC  
Bulletin Release Date: August 16, 2016



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 (requirements for admittance to the examination) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** Applications 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 Standard State Application to:

**By Mail or In Person:**

California Department of Public Health  
Examination Services Unit  
1615 Capitol Ave., 4<sup>th</sup> floor, Suite 73-430  
P.O. Box 997378 MS 1700-1702  
Sacramento, CA 95899-7378

(916) 322-4460

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR).**

**FINAL FILING DATE:** Testing is considered continuous as dates can be set at any time.

Applications must be submitted by the final filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the examination. The filing dates are:

**September 15, 2016**

**TESTING PERIOD:** A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

**SALARY RANGES:** \$5,890.00 - \$7,688.00 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:** This is the first supervisory level in this series. Incumbents, under general direction, plan, organize, and direct a specific major program for the regulation and control of sources of ionizing radiation; provide high level consultation, technical assistance, and training in health physics, radiation detection, measurement, and protection to State and local agencies and others; develop criteria for radioactive materials licensing; develop criteria and procedures for inspecting installations for potential or existing radiation hazards; prepare plans and direct field operations to obviate

health hazards caused by radiation accidents; plan and conduct special studies and investigations and develop and disseminate findings, correlate and interpret the findings, investigations and studies of other disciplines as they relate to the field of health physics; prepare recommendations and assist in the development of radiation control rules and regulations; develop and disseminate information to the public; prepare and review technical reports and correspondence; address interested groups; and do other related work.

Positions in this class are supervisory. Incumbents perform duties which are substantially different from those of subordinates and have the authority, in the interest of management to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly direct them or adjust their grievances, or effectively recommend such action. The intent is to exclude lead persons.

Positions may exist with the California Department of Public Health in Contra Costa, Orange, and Sacramento Counties.

**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:** 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**

Two years of experience performing the duties of an Associate Health Physicist in California state service.

**Or II**

Four years of professional experience in health physics or a closely related field, at least two years of which must have included responsibility for a major program in radiological health in a supervisory capacity. **and**

Graduation from college with a major in radiologic health, radiologic science, health physics, engineering, mathematics, physical science or a closely related field. (One year of full-time graduate work in radiologic health, radiologic science, health physics, engineering, mathematics, physical science, life science may be substituted for one year of the required general experience.)

**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 Qualifications Assessment and is the sole component of the Senior Health Physicist examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

The participating department's reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination has changed. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SCOPE:** Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

**KNOWLEDGE OF:**

1. Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, succinct, and free of mechanical errors.
2. Knowledge of effective time management techniques that provide for prioritization and completion of work assignments for self and subordinate staff.
3. Knowledge of basic research techniques.
4. Knowledge of state (Title 17) and federal (Title 10) regulations.
5. Knowledge of supervisor's role in the implementation of the Department's Equal Employment Opportunity program.
6. Knowledge of appropriate employee corrective action(s) and progressive disciplinary techniques.
7. Knowledge of mathematical equations related to radiation measurements protection.
8. Knowledge of California Health and Safety codes.
9. Knowledge of quality control for mammography.
10. Knowledge of radiation detection instrumentation.
11. Knowledge of bill analysis' policy and procedures for development of analysis.
12. Knowledge of inspection principles used to evaluate X-ray and radioactive material users in California.
13. Knowledge of internal policies related to licensing and enforcement activities.
14. Knowledge of supervisor's role in the implementation of the Americans with Disabilities Act.
15. Knowledge of the Department's required format, style, and standards for written materials to ensure that materials prepared and reviewed are complete, accurate and in conformance with such standards.
16. Knowledge of the development of radiation control, rules, and regulations.
17. Knowledge of budget expenditures and revenues pertaining to the section.
18. Knowledge of emergency response procedures needed to respond to accidents involving radioactive materials.
19. Knowledge of job related computer programs used as tools for licensing compliance and emergency response activities.
20. Knowledge of licensing and inspection procedures related to possession, use, and disposal and transportation of radioactive materials in California.
21. Knowledge of regulations and standards to review and evaluate applications for radioactive materials use.
22. Knowledge of policies and procedures for contract management.
23. Knowledge of regulations and standards to review and evaluate application submitted by physicians or technologist for x-ray machines.

**SKILL TO:**

1. Skill to prepare clear, concise, and accurate reports, correspondence, and other job-related documents for a variety of audiences.
2. Skill to read and comprehend reports, memo, and other job related material and documents.
3. Skill to communicate verbally in a clear and concise manner with a variety of audiences.
4. Skill to exercise sound judgement and common sense when making decisions.
5. Skill to objectively identify all facts and implications related to a situation before drawing conclusions and determining courses of action.
6. Skill to recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address chances in assigned goals and objectives.
7. Skill to communicate in writing in clear and concise manner with variety of audiences.
8. Skill to anticipate and meet the needs of customers and users of services.
9. Skill to recognize the ramifications and possible impact of decisions and/or actions in an effort to select the least disruptive and most appropriate course of action.
10. Skill to handle and resolve conflicts, confrontations, and disagreements in a positive, constructive manner to minimize negative personal impact.
11. Skill to develop policies and procedures to provide for the effective operation of the work unit.
12. Skill to resolve problems and concerns related to work unit operations.
13. Skill to introduce changes in the work unit in a positive manner.
14. Skill to analyze radiation program elements.

**ABILITY TO:**

1. Ability to evaluate technical information using health physics practices in industry standards and methodologies.
2. Ability to present ideas and information both orally and writing.
3. Ability to make complex analytical decisions for radiation protection.
4. Ability to develop and maintain effective working relationships with the public and those contacted during the course of business.
5. Ability to evaluate and review licensees' compliance with regulations and health and safety criteria.
6. Ability to adapt to changes in priorities and work assignments.
7. Ability to interpret and apply state (Title 17) and federal (Title 10) regulations.
8. Ability to take action to accomplish organizational goals.
9. Ability to use math equations related to radiation measurements and protection.
10. Ability to interpret complex technical and scientific literature sponsored by national and international commissions/agencies on radiation protection.
11. Ability to promote the Department's Equal Employment Opportunity policies and practices in hiring and employment.
12. Ability to oversee, and direct the work activities of subordinate staff.
13. Ability to provide technical assistance and consultation in radiation detection, measurement, and protection to state and local agencies, laboratories, medical, industrial, and engineering professionals.
14. Ability to develop rules, regulations, and standards for radiation control.
15. Ability to prepare statements and justification accordance with departmental standards.
16. Ability to recognize when staff need initial an continuing, education and training to comply with Radiologic Health Branch guidance.
17. Ability to assume lead responsibilities for the Section.
18. Ability to independently plan radioactive material inspections and/or investigations.
19. Ability to make presentations to public or special interest groups regarding radiation safety and protection.
20. Ability to mediate and negotiate on complex situations and circumstances that require mutual agreement.
21. Ability to review applications for completeness submitted by physicians or technologists for X-ray certification.
22. Ability to review applications for radioactive materials licenses.
23. Ability to operate X-ray machines.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into a departmental open list established for use by the California Department of Public Health in order of final scores regardless of testing date. Eligibility expires **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the minimum qualifications will be placed on the eligible list.

**NOTE:** 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](http://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](http://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

California Department of Public Health  
**SECURITY INFORMATION FOR PARTICIPANTS**

Preparation, Development, Review of  
State Civil Services Examination Material

EXAMINATION TITLE: Senior Health Physicist

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.

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I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

**I hereby certify and understand that the information provided by me in this application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Return this page with your original signature along with your State Application STD 678.

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

**CONDITIONS OF EMPLOYMENT (631)**

**Examination Title:** Senior Health Physicist

**FFD:** Continuous

**Name:** \_\_\_\_\_  
(Print: first, middle initial, last)

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.

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**Locations in which you are willing to work:**

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

Contra Costa (0700) \_\_\_\_\_

Orange County (3000) \_\_\_\_\_

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: \_\_\_\_\_