



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
MEDICAL RECORD CONSULTANT
OPEN STATEWIDE – CONTINUOUS FILING**

Bulletin Release Date: August 2, 2013

CW30 - 1863 3H193



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: Applications must be submitted to the address listed below 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:

Mailing Address:

California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:

California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9212

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: There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES: \$4,569 - \$5,556 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 general direction in the Bureau of Health Facilities Licensing and Certification, Department of Developmental Services, to develop methods and coordinate procedures for the recording and transcription of significant patient data in hospital medical records; to conduct studies and provide consultation on needs for and most effective means of recording, collecting and analyzing patient care data to meet standards of public medical care programs; to plan and develop training programs and aids, and instruct Medical Record Officers; and to do other related work.

Consults with records personnel, physicians, hospital administrators, and nurses on the extent and nature of patient care information currently recorded in admission, discharge, clinical and other records in hospitals and related health facilities; assists in the design of standards and advises on feasibility and methods of obtaining significant data in hospital records and health facility; identifies data including indexes of patient flow, use of specialized services, population characteristics conducive to hospital use and other data which may be obtained from or integrated into hospital medical records; develops experiments of medical records procedures to record and transcribe necessary data and investigates and evaluates their applicability to hospital systems; analyzes the potentials and limitations of medical records systems as sources of hospital planning data; meets with and works with hospital administrators, nursing directors and supervisors,

Medical Record Officers, and other hospital personnel to obtain cooperation in meeting standards for medical records in public medical care programs and to coordinate application of experimental procedures, including resolution of problems, and provisions of assistance in installing and making adjustments of medical records systems and procedures, reviews data reported for adequacy of standards and reporting procedures, and checks, interprets and advises on such matters as Standard Nomenclature, National Health Surveys, International Statistical Classification and legal aspects of medical records maintenance and reporting; prepares manuals, training aids and organized training programs as required; maintains close liaison with hospitals, medical records librarian associations and other pertinent organizations and professional groups.

Positions exist with the California Department of Public Health in Sacramento and Los Angeles.

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. 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, semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected. Please submit a copy of your official degree and transcripts as it relates to meeting the education 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

Registration by the American Association of Medical Record Librarians (currently known as American Health Information Management Association) as a Registered Record Librarian or eligibility for examination for registration. (Applicants who are not Registered Record Librarians will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.) **AND**

Experience: Three years of increasingly responsible experience in planning, organizing, and directing all medical records activities in a hospital or related health facility including developing and installing medical records systems and providing reference, research, and consultive service for professional staff including interns, residents, and fellows. **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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.

SCOPE: Ratings 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. Principles, standard practices and techniques in the field of medical record library science.
2. Principles and methods utilized in the organization and management of medical records departments.
3. Current trends and developments in medical record library methods and procedures.

4. The application of various indexing methods to classification systems and skill in the operation and use of various indexes to clinical material in medical records.
5. Hospital organization and management and the relation of the medical records program to hospital functions and programs.
6. Social and economic factors in relation to the planning and use of hospitals and related medical facilities.
7. Relationships among various welfare, social, public health, and medical organizations and agencies in the hospital field.
8. Research methods and procedures and statistics.
9. The problems attendant to hospital planning.
10. The Department's Equal Employment Opportunities Program objectives.
11. A manager's role in the Equal Employment Opportunities Program and the processes available to meet equal employment opportunities objectives.

Ability to:

1. Establish and maintain cooperative relationships.
2. Plan and conduct training and instructive programs.
3. Speak and write effectively.
4. Effectively contribute to the Department's equal employment opportunities objectives.

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

ELIGIBLE LIST INFORMATION: A departmental open list will be established for use by the California Department of Public Health. The list will expire 18 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 requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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