



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
SENIOR HEALTH PHYSICIST
Departmental Promotional Examination
Final Filing Date: **September 25, 2013**
Bulletin Release Date: **September 04, 2013****



HX20 -3802 3H186

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.

EXAMINATION TYPE: This is a promotional examination for the California Department of Public Health.

WHO SHOULD APPLY: Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992; OR persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY: Applications (STD. 678) and Supplemental Applications (page four) must be submitted via the U.S. Postal Service or hand delivered to the California 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 copies 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) 319-9759

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

FINAL FILING DATE: Applications (STD. 678) and Supplemental Applications must be submitted by **September 25, 2013**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

SALARY RANGES: \$5633 - \$7353 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 list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.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 leadpersons.

Positions exist with the California Department of Public Health statewide.

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 **September 25, 2013**, 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. A copy of your official degree and transcripts may assist in the evaluation of your qualifications 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

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

Or II

Experience: 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**

Education: 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 Supplemental Application that is weighted 100%. Applicants are required to respond to the following **five** supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Senior Health Physicist level. Responses to the supplemental items will be assessed based on predetermined job-related 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 that required under the minimum qualifications.

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.

EXAMINATION 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. Inspection principles used to evaluate x-ray and radioactive material users in California.
2. State (Title 17) and Federal (Title 10) regulations.
3. California Health and Safety Codes.
4. Licensing and inspection procedures related to possession, use, disposal and transportation of radioactive materials in California.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure written materials prepared and reviewed are complete, succinct, and free of grammatical errors.
6. Radiation detection instrumentation.
7. Appropriate employee corrective action(s) and progressive disciplinary techniques.
8. Effective time management techniques that provide for prioritization and completion of work assignments for self and subordinate staff.
9. Mathematical equations related to radiation measurements and protection.

ABILITY TO:

1. Evaluate technical information using health physics practices in industry standards and methodologies.
2. Conduct program evaluation and use results to make operational changes.
3. Interpret and apply State (Title 17) and Federal (Title 10) regulations.
4. Assume lead responsibilities for the Section.
5. Make complex analytical decisions for radiation protection.
6. Evaluate and review licensees' compliance with regulations and health and safety criteria.
7. Adapt to changes in priorities and work assignments.
8. Provide technical assistance and consultation in radiation detection, measurement, and protection to state and local agencies, laboratories, medical, industrial, and engineering professionals.
9. Present ideas and information both orally and in writing.
10. Interpret complex technical and scientific literature sponsored by national and international commissions/agencies on radiation protection.
11. Take action to accomplish organizational goals.
12. Mediate and negotiate on complex situations and circumstances that require mutual agreement.
13. Use mathematical equations related to radiation measurements and protections.
14. Promote the Department's Equal Employment Opportunity policies and practices in hiring and employment decisions.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the five supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font should be typed in 12 pt., Arial font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, examples, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL APPLICATION ITEMS

1. Describe your knowledge and experience in advising a licensee/registrant of the exemption process from a regulatory requirement.
 2. Describe your ability to, and experience with managing the operations of your section; including setting priorities, directing work load and resolving personnel issues.
 3. Describe your knowledge and experience with ensuring equal employment opportunities and providing a discrimination and harassment free work environment.
 4. Please choose **either** question A **or** B.
 - A. Describe your experience in preparing and performing an x-ray machine site inspection.
- OR**
- B. Describe your experience in preparing and performing a radioactive materials site inspection.
5. Describe your knowledge and experience with new regulation implementation.
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I hereby certify and understand that the information provided by me in this supplemental 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

Return this page with your original signature along with your Supplemental Application.

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Senior Health Physicist Name: _____
(Print: first, middle initial, last)

FFD: September 25, 2013

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...if more than 15 checks made, you may be considered available for work anywhere in the state.

____ (5) ANYWHERE IN THE STATE (IF CHECKED, NO FURTHER SELECTION NECESSARY.)

____ **8004 ANYWHERE IN THE NORTHERN REGION OR
MARK NORTHERN REGION COUNTY CHOICES:**

- | | | |
|---------------------|---------------------|--------------------|
| ____ 0400 Butte | ____ 2300 Mendocino | ____ 4600 Sierra |
| ____ 0600 Colusa | ____ 2500 Modoc | ____ 4700 Siskiyou |
| ____ 0800 Del Norte | ____ 2900 Nevada | ____ 5100 Sutter |
| ____ 1100 Glenn | ____ 3100 Placer | ____ 5200 Tehama |
| ____ 1200 Humboldt | ____ 3200 Plumas | ____ 5300 Trinity |
| ____ 1700 Lake | ____ 4500 Shasta | ____ 5800 Yuba |
| ____ 1800 Lassen | | |

____ **8001 ANYWHERE IN THE CENTRAL REGION OR
MARK CENTRAL REGION COUNTY CHOICES:**

- | | | |
|------------------------|-------------------------|-----------------------|
| ____ 0100 Alameda | ____ 2200 Mariposa | ____ 4100 San Mateo |
| ____ 0200 Alpine | ____ 2400 Merced | ____ 4300 Santa Clara |
| ____ 0300 Amador | ____ 2700 Monterey | ____ 4400 Santa Cruz |
| ____ 0500 Calaveras | ____ 2800 Napa | ____ 4800 Solano |
| ____ 0700 Contra Costa | ____ 3400 Sacramento | ____ 4900 Sonoma |
| ____ 0900 El Dorado | ____ 3500 San Benito | ____ 5000 Stanislaus |
| ____ 1000 Fresno | ____ 3800 San Francisco | ____ 5500 Tuolumne |
| ____ 2000 Madera | ____ 3900 San Joaquin | ____ 5700 Yolo |
| ____ 2100 Marin | | |

____ **8011 ANYWHERE IN THE SOUTHERN REGION OR
MARK SOUTHERN REGION COUNTY CHOICES:**

- | | | |
|-----------------------|--------------------------|---------------------------|
| ____ 1300 Imperial | ____ 2600 Mono | ____ 4000 San Luis Obispo |
| ____ 1400 Inyo | ____ 3000 Orange | ____ 4200 Santa Barbara |
| ____ 1500 Kern | ____ 3300 Riverside | ____ 5400 Tulare |
| ____ 1600 Kings | ____ 3600 San Bernardino | ____ 5600 Ventura |
| ____ 1900 Los Angeles | ____ 3700 San Diego | |

TYPE OF EMPLOYMENT DESIRED:

- | | | |
|---|-------------------|-----------------------------|
| ____ Permanent | ____ Limited Term | ____ Full Time |
| ____ Part Time (regular hours less than 40) | | ____ Intermittent (on call) |

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

DISCLOSURE OF INTERVIEW QUESTIONS TO OTHER COMPETITORS IS PROHIBITED AND MAY LEAD TO DISQUALIFICATION IF DISCOVERED.

Signature: _____ Date: _____

Return this page with your original signature along with your Supplemental Application.

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

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 12 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 are not granted in promotional examinations.

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