



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
HEALTH FACILITIES EVALUATOR II (SUPERVISOR)**

DEPARTMENTAL PROMOTIONAL

Bulletin Release Date: September 5, 2013

****FINAL FILING DATE: September 30, 2013****



SZ63 / 8051 8H1AT

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: This is a promotional examination for the Department of Public Health. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Public Health. Employees who have limited-term appointments in the department (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional exams in the department **or** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; **or** 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; **or** 3) persons retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC Section 18991.

HOW TO APPLY: Applications and Supplemental Applications (see page three of this bulletin) 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>.

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) 552-9369

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 a final cut-off date of **September 30, 2013**. Applications received after September 30, 2013 will not be accepted for any reason.

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 RANGE: \$4,853 - \$6,033 per month.

POSITION DESCRIPTION: This level is a first-line supervisor of at least four field office staff of evaluators engaged in surveys for issuing and relocating health facility licenses, issuing citations and levying civil penalties, and determining program flexibility decisions; reviewing health facilities for participation in Federal Title 18 (Medicare) and Title 19 (Medi-Cal) programs; and may perform the more difficult and complex surveys of health facilities. Positions in this class are supervisory, having authority in the interest of management to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, train, or discipline other employees; or responsibility to direct them, adjust their grievances, or effectively to recommend such action.

Positions may 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 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/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, names of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

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 either (1) a Health Facilities Evaluator I, or (2) a Health Facilities Evaluator Nurse in the California state service.

Or II

Education: Equivalent to graduation from a four-year college or university with a degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**
Experience: Three years of professional administrative experience requiring definition and implementation of operational program policy in the direction of a health facility program involving patient care or in a public health activity directly related to health facility management or operations.

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.

EXAMINATION INFORMATION: The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to the following seven supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates the ability to successfully perform at the Health Facilities Evaluator Manager II (Supervisor) 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 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.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the seven 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 size should be no smaller than “10” pitch.
- 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, 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.

FILING INSTRUCTIONS:

Applicants must submit:

- A completed Standard State Application (STD. 678)
- A response to each of the seven supplemental items (two copies)
- Signed Certification Page (see page 3)

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

SUPPLEMENTAL APPLICATION ITEMS

1. Health Facilities Evaluator II (Supervisor) positions require the ability to interpret state and federal laws, regulations, and policy and procedures administered by the Department of Public Health as they pertain to the planning, licensing, certification, inspection, and regulation of health facilities.
 - Describe your experience interpreting and applying state and federal laws, regulations, and policies and procedures administered by the Department of Public Health as they relate to the planning, licensing, certification and regulation of health facilities.
2. Health Facilities Evaluator II (Supervisor) positions require knowledge of the functions and techniques of health facility management, services, organization, and standards of patient care.
 - Describe your knowledge and experience in planning, conducting, and documenting facility surveys.
3. Health Facilities Evaluator II (Supervisor) positions require an ability to use investigative methods and techniques and rules of evidence.
 - Describe your knowledge and experience with investigative methods and techniques (including rules of evidence) as applied to a health facilities survey and/or evaluation.
4. Health Facilities Evaluator II (Supervisor) positions require the ability to design, develop, conduct, and provide a full range of in-service and out-service training for individuals and groups of evaluators. This requires knowledge of effective group and individual training techniques and methods, as well as principles of adult learning.
 - Describe your experience in the design, development, conduct and evaluation of in-service (e.g., mentor, on-the-job-instructor, etc.) and out-service training (e.g., consultation, technical expert, etc.).
5. Health Facilities Evaluator II (Supervisor) positions require that you be able to perform assessment review of field staff work by securing accurate data, and recording and reporting data systematically. This includes the need to identify and maintain sensitive and confidential information.
 - Describe your experience in using various methods of data collection in making assessments of staff performance and facility performance. In your response, include the methods and/or resources used and the reasons you chose those methods and/or resources.
6. Health Facilities Evaluator II (Supervisor) positions require the ability to analyze situations and information accurately, develop and evaluate alternatives, reach logical conclusions, and take appropriate action to implement effective changes as corrective actions to identified problems.
 - Describe how you have used established protocols to resolve a problem, conduct an investigation or survey, prepare a bill analysis, or develop a policy or a procedure.
7. Health Facilities Evaluator II (Supervisor) positions require the ability to plan, organize, direct, and control the work of others. This includes the knowledge of principles and practices of effective supervision and personnel relations, as well as the knowledge of principles, practices, and techniques used in administering a licensing and certification program.
 - Describe your experience in planning, organizing, directing, and delegating the work of others including knowledge and experience of the principles and practices of effective supervision and personnel relations.

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.

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

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assume 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 promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 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