



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**  
**HEALTH PROGRAM SPECIALIST II**  
**STATEWIDE**  
**Continuous Testing**

KH04-8336 9H1AK



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.

<b>EXAMINATION TYPE</b>	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
<b>WHO SHOULD APPLY</b>	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.
<b>HOW TO APPLY</b>	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <a href="http://www.spb.ca.gov/jobs/stateapp.htm">http://www.spb.ca.gov/jobs/stateapp.htm</a>. Applications may be filed in person or by mail with:</p> <p align="center"> <b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983</b>  <b>SELECTION AND CERTIFICATION UNIT</b>  <b>1501 CAPITOL AVENUE, SUITE 1501</b>  <b>MS 1700-1702</b>  <b>P.O. BOX 997378</b>  <b>SACRAMENTO, CA 95899-7378</b> </p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
<b>FINAL FILING DATE</b>	There is no final filing date. The testing office will accept Standard 678 applications and responses to the supplemental items continuously and will notify and test applicants as needs warrant.
<b>TESTING PERIOD</b>	A candidate may be tested only once in a 12 month period.
<b>SPECIAL TESTING INFORMATION</b>	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
<b>SALARY RANGE(S)</b>	\$5,309 - \$6,451 per month.
<b>EMPLOYEE BENEFITS</b>	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> <li> Health, Dental, and Vision</li> <li> Cash Benefit Programs</li> <li> Disability Insurance</li> <li> Work, Home, and Family</li> <li> Beneficiary and Survivor Benefits</li> <li> Awards</li> <li> Retirement and Separation Benefits</li> <li> Flexible Schedules</li> <li> Public Transit Reimbursement (limits apply)</li> </ul> <p>A complete list of all benefits may be viewed at <a href="http://www.dpa.ca.gov/benefits/index.htm">http://www.dpa.ca.gov/benefits/index.htm</a></p>
<b>POSITION DESCRIPTION</b>	<p>Incumbents at this level function as highly skilled, technical program consultants in programs which are critical to the department's basic mission, where the level of expertise required is definably greater than that for any other supervisory position at this level; and where the person proposed for the position has an established reputation in the areas of expertise required.</p> <p>Positions exist statewide with the California Department of Public Health.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>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 <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE:</b> Applications/resumes <b>must</b> 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 <b>must</b> include title, semester or quarter units, name of institution, completion</p>

	<p>dates, and degree (if applicable).</p> <p><b>Applications/resumes received without this information will be rejected.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p>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.</p> <p style="text-align: center;"><b>Either I</b></p> <p>One year of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.</p> <p style="text-align: center;"><b>Or III</b></p> <p>Experience: Four years of progressively responsible experience in health program administration, at least two of which must have been with independent responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. This experience must include program planning and/or evaluation experience and the making of recommendations to management. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for one year of the required general experience.) <b>AND</b></p> <p>Education: 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. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)</p>
<b>GENERAL QUALIFICATIONS</b>	<p>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.</p>
<b>EXAMINATION INFORMATION</b>	<p>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 incumbent 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.</p> <p>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.</p>
<b>SUPPLEMENTAL APPLICATION INSTRUCTIONS</b>	<p>Each applicant for this examination <b>must</b> complete and submit his/her responses to all five supplemental items that follow. Applications received without responses to the supplemental items <u>will be rejected</u>.</p> <p><b>INSTRUCTIONS:</b> When responding to the supplemental items, please follow these guidelines:</p> <ul style="list-style-type: none"> <li>● Your responses must be typewritten or generated by word processing on 8½" X 11" paper.</li> <li>● Your responses must be limited to one page per item.</li> <li>● Identify each page with your full name.</li> <li>● Make sure your responses are complete, specific, clear, and concise.</li> <li>● Answer each numbered item separately indicating the corresponding item number for each response. (You may include multiple responses on a single page.)</li> <li>● Include place of employment, pertinent dates, duties performed, etc., when responding to items.</li> <li>● 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.</li> </ul> <p><b>NOTE:</b> Resumes, letters, and other materials will not be evaluated or considered as responses to the</p>

<p><b>SUPPLEMENTAL ITEMS</b></p>	<p>supplemental items.</p> <p><b>Supplemental Item #1</b></p> <p>A Health Program Specialist II is assigned to lead a team(s) consisting of diverse staff from multi-disciplinary professional backgrounds. The HPS II directs and oversees the work activities of the team to accomplish program objectives and mandates. The HPS II guides and motivates the team.</p> <p>Please describe, in detail, your leadership and experience in leading a team on a specific health program project. Please include a description of the project, the make up of the team, your actions in directing the team, planning, implementing, and evaluating the project.</p> <p><b>Supplemental Item #2</b></p> <p>A Health Program Specialist II is responsible for the identification and resolution of a broad range of complex governmental and programmatic problems. They determine the best course of action to resolve the situation.</p> <p>Please describe in detail a significant problem or challenge that you experienced while you were responsible for a health program.</p> <p><b>Supplemental Item #3</b></p> <p>A Health Program Specialist II is responsible for ensuring budgetary and fiscal accountability for their health programs as well as established funding for future health programs.</p> <p>Please describe, in detail, your experience in acquiring funding for a health program. Please include a description of how you established and managed your budget.</p> <p><b>Supplemental Item #4</b></p> <p>A Health Program Specialist II works with diverse groups, internally and externally, such as partnerships forming relationships with these groups to engage them in addressing health program needs.</p> <p>Please describe, in detail, your experience in developing and maintaining a relationship with at least two of the following:</p> <ul style="list-style-type: none"> <li>• Internal stakeholders</li> <li>• Community based stakeholders</li> <li>• State and local government officials</li> <li>• Federal program representatives</li> <li>• Legislative staff</li> </ul> <p>Please include the steps taken to establish and sustain relationships.</p> <p><b>Supplemental Item #5</b></p> <p>As an HPS II you will serve as the lead for a new health program.</p> <p>Please describe in detail your experience in planning, implementing, and evaluating a new health program.</p>
<p><b>ELIGIBLE LIST INFORMATION</b></p>	<p>In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of the final scores regardless of 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.</p> <p>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</p>

	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.
<b>VETERANS PREFERENCE</b>	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.
<b>TELECOMMUNICATIONS DEVICE FOR THE DEAF</b>	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>