



ANNOUNCEMENT FOR PROMOTIONAL TESTING Staff Counsel IV

Final Filing Date: **February 26, 2009**
Bulletin Release Date: February 5, 2009

OA80-5780 9H105



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 California Department of Public Health. Applicants who have permanent civil service appointment with the California Department of Public Health 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) and 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. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm> . Applications may be filed in person or by mail with:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-8350
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1700-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **February 26, 2009**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SALARY RANGES: \$8,486 - \$10,477 per month.

POSITION DESCRIPTION:

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

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 **February 26, 2009**, 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.

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.

All candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) Ten years of experience performing legal duties [1], four years of which must have been at a level of responsibility equivalent to Staff Counsel III (Specialist) or Staff Counsel III (Supervisor). The four years of experience at the Staff Counsel III level must be obtained in California state civil service.

(Applicants who have completed three years and six months of the required experience comparable to one of the Staff Counsel III classes will be admitted into the examination but must complete four years of such experience before they will be eligible for appointment.)

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 circumstances under which this examination was planned change. Such a 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: Legal principles and their application; legal research methods; court procedures; principles of administrative and constitutional law; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced.

Ability to: Analyze legal principles and precedents and apply them to the most difficult and complex legal and administrative problems; perform the most difficult and complex legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; draft the most complex and difficult opinions, pleadings, rulings, regulations and legislation; negotiate effectively and conduct litigation that is most complex and sensitive in nature; work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others; work effectively under pressure.

ELIGIBLE LIST INFORMATION: A departmental promotional list will be established for use by the California Department of Public Health. 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. 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 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