



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

HEALTH PROGRAM SPECIALIST II

Schematic Code: KH04 Classification Code: 8336 Exam Code: 3H1AB

Examination Type: Open Continuous

FINAL FILING DATES

Testing is considered continuous as dates can be set at any time. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for 12 months from the established list date.

Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date, will be held for the next administration of the exam. The filing dates are:

Final Filing Dates:

March 5, 2019

May 7, 2019

July 6, 2019

September 5, 2019

November 5, 2019

January 5, 2020

SALARY

\$6003 - \$7514 per month

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this announcement may take this competitive examination.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I.

Or II

Two years of experience in the California state service performing duties equivalent to an Associate Health Program Adviser.

Or III

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.)

AND

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.)

The required degree must have been obtained from a recognized U.S. university or from a foreign university approved by the Bureau of Private Postsecondary and Vocational Education under the provision of California Education Code Chapter 3, Part 59, Division 10.

GENERAL QUALIFICATIONS

All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health consistent with the ability to perform the assigned duties of the class.

POSITION DESCRIPTION

TYPICAL TASKS

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.

HOW TO APPLY

To apply for this examination, please complete and return the following:

STANDARD STATE APPLICATION (FORM 678)

COPY OF UNOFFICIAL/OFFICIAL COLLEGE TRANSCRIPTS

Applications and any additional documents must be submitted 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). Submit ([California State Application STD 678](#)) and any additional documents to:

By Mail:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
P.O. Box 997378 MS 1700 – 1702
Sacramento, CA 95899-7378

Drop Off:

DEPARTMENT OF PUBLIC HEALTH
Attn: Examination Services Unit
1615 Capitol Avenue
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS
TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL

CONTACT INFORMATION

All questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-558-1753

EXAMINATION INFORMATION

The examination will consist of a Qualifications Assessment and is the sole component of the Health Program Specialist II examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The Qualifications Assessment is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. **The Qualifications Assessment package will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder (s) as the examination email may be filtered depending on your specific account settings.**

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.

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 **must** include "to" and "from" dates (month/day/year), time base, job titles and/or 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. Applications received without this information will be rejected. Applicants **must** submit a copy of either official or unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.

SCOPE OF EXAMINATION: 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. Knowledge of policies, procedures and resources involved in establishing community public health programs.
2. Knowledge of Federal, State, and local health programs, policies, and objectives.
3. Knowledge of preparation and planning for coordinating with local, State and Federal agencies, private agencies, and healthcare providers and community based organizations regarding program objectives.
4. Knowledge of methods of preparing detailed Public Health reports for varying audiences.
5. Knowledge of procedures, planning, assessment, implementation, program and budget monitoring, and evaluation of programs.
6. Knowledge of methods and techniques of effective Project Management to carry out program objectives.
7. Knowledge of various software applications (e.g., Microsoft Word, Excel, Access, Power Point) used to prepare correspondence, reports, presentations, spreadsheets, etc.
8. Knowledge of strategic planning and the skills and experience to develop, lead, implement or revise existing programs.

Skills to:

1. Skills to work collaboratively with peers and staff and external staff in the production of reports, correspondence, and other job-related documents, in order to complete work assignments and projects.
2. Skills to ensure that work assignments meet quality, quantity, and program timelines and standards.
3. Skills to comprehend and analyze reports, memorandums, manuals, and other job-related materials and documents.
4. Skills to interpret and apply State and Federal laws, regulations, and legislation.
5. Skills to prepare clear and concise accurate reports, correspondence, and other job-related documents for a variety of audiences.
6. Skills to communicate verbally and in writing, in person or by telephone, clearly and concisely with a variety of audiences.
7. Skills to facilitate and exchange ideas and opinions and provide effective communication, consensus or decisions regarding health program matters.
8. Skills to analyze situations accurately and thoroughly in order to determine and implement effective, appropriate courses of action.
9. Skills to recognize the ramifications and possible impact of decisions and/or actions in an effort to select or recommend the most appropriate course of action.
10. Skills to continuously identify, analyze, and evaluate and resolve problems and/or concerns related to work unit or contractor operations.
11. Skills to implement productive resolution for problems and concerns related to work unit operations to ensure that such issues are resolved timely.
12. Skills to oversee the application of priorities and workload expectations to ensure that program demands are effectively and efficiently managed.
13. Skills to establish and maintain cooperative working relationships with staff, superiors, peers, contractors, programs within the department, and a variety of governmental, educational, and provider entities.
14. Skills to analyze and evaluate the impact and effectiveness of programs, procedures, business processes, and policies.
15. Skills to plan, recommend, and implement new and/or revised policies, programs, health regulations and procedures.
16. Skills to facilitate meetings to achieve desired program outcomes or objectives.
17. Skills to interpret and explain policies, procedures, rules, regulations and/or legislation to Departmental employees, the public, and management.
18. Skills to operate a personal computer and use a variety of software applications (e.g., Microsoft Word, Excel, Access, Power Point, Internet) to prepare reports, correspondence, presentations, spreadsheets, etc.
19. Skills to maximize and account for use of existing program resources (e.g., budget, staffing, and equipment resources) to complete work assignments and projects and ensure that program operations are in accordance with Departmental goals and objectives.

Ability to:

1. Ability to recommend and take actions on a variety of project activities, staffing, and budgetary processes.
2. Ability to provide consultation and technical assistance to health disciplines, community agencies, leaders, advocacy groups, and health providers.
3. Ability to represent the Department on task forces and committees, interpreting and conveying official policy to others and providing consultation.
4. Ability to demonstrate independent responsibility for decisions and actions having broad

- implications on a variety of complex health programs and project activities.
5. Ability to serve and support as a technical program expert to higher level management.
 6. Ability to read, analyze, and interpret complex documents and reports, (e.g., legislation and regulations, research and evaluation studies, contractual budgets, accounting documents, and grants, (proposals) to extract and apply to evaluate programs.
 7. Ability to skillfully prioritize tasks in a constantly changing work environment.
 8. Ability to recognize community dynamics to identify needs and determine appropriate course(s) of action for development of effective public health interventions.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirement 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. Names of successful competitors are merged into the open eligible list established for use by the Department of Public Health in order of final scores regardless of testing 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.

VETERAN'S PREFERENCE

Pursuant to Government Code Section 18973.1, Veteran's Preference will be awarded in this examination as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The [California State Jobs' website](http://www.jobs.ca.gov) (www.jobs.ca.gov) has information on how to apply for Veterans' Preference on their website and on the [Application for Veterans' Preference form \(CalHR 1093\)](https://jobs.ca.gov/PDF/SPB1093.pdf) (https://jobs.ca.gov/PDF/SPB1093.pdf). Additional information is also available at the [Department of Veterans Affairs website](http://www.cdva.ca.gov) (http://www.cdva.ca.gov).

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

CONDITIONS OF EMPLOYMENT (631)

Examination Title: **HEALTH PROGRAM SPECIALIST II**

Name: _____

(Print: first, middle initial, last)

Final Filing Dates:

March 5, 2019

May 7, 2019

July 6, 2019

September 5, 2019

November 5, 2019

January 5, 2020

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 indicate your choices - you will not be offered a job in locations not checked.

Alameda County (0100) _____ Contra Costa County (0700) _____ Sacramento County (3400) _____

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

____ Full Time

____ Part Time (regular hours less than 40)

____ Intermittent (on call)

____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

____ Full Time

____ Part Time (regular hours less than 40)

____ Intermittent (on call)

____ Limited Term

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

Signature: _____

Date: _____