



Medical Assistant

Class Code: 7374 – Exam Code: 7PB06

Department: California Department of Human Resources
Opening Date: March 10, 2017
Final Filing Date: Continuous
Type of Examination: Service-wide Open
Salary: \$2,594.00 - \$3,412.00

POSITION INFORMATION

Positions currently exist statewide with the following agencies:

- California Correctional Health Care Services (CCHCS)
- California Department of Corrections and Rehabilitation (CDCR)
- Department of Developmental Services (DDS)
- Department of State Hospitals (DSH)
- Department of Veterans Affairs (CalVet)
- Emergency Medical Services Authority.

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 of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, please contact **California Correctional Health Care Services** at (916) 691-5894.

OR

California Relay Service at 7-1-1
1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by other state departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires 12 months after it is established.** Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Possession of a valid certificate from an agency approved by the Department of Consumer Affairs, Medical Board of California, to practice as a Medical Assistant.

POSITION DESCRIPTION

Medical Assistants, under the clinical supervision of a licensed physician and surgeon, psychiatrist, or podiatrist, provide basic medical support to patients with mental or physical disabilities, and to medically ill or infirm patients; and also perform basic administrative and clerical support, as well as other related work. Medical Assistants also work under assigned administrative supervision when working under the clinical supervision of a non-supervisory or managerial physician and surgeon, psychiatrist, or podiatrist.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Medical Assistant Training and Experience Evaluation, select [Medical Assistant preview examination](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Fundamentals of medical assisting including administration;
- Medical and mental health procedures and techniques involved with patient care;
- Principles used when caring for individuals who are immobile;
- Medical and mental health terminology;
- General clinical routines;
- Proper use of medical and office equipment, including various generic software.

For incumbents at the California Department of Corrections and Rehabilitation:

- All of the above, and general correctional facility routines.

Ability to:

- Apply Medical Assistant procedures as regulated by certification;
- Observe and document symptoms and behavior;
- Maintain accurate records and prepare reports;
- Gain the respect and cooperation of patients;
- Work effectively with patients and the interdisciplinary treatment team;
- Function effectively in an emergency situation;
- Practice universal precautions.

ADDITIONAL QUALIFICATIONS

Special Personal Characteristics: Must demonstrate emotional stability, patience, tact, and alertness.

For incumbents at the California Department of Corrections and Rehabilitation: All of the above, and willingness to treat patients in a correctional facility in a professional, ethical, and thoughtful manner; follow institutional safety and security policies; work around peace officers armed with chemical agents/weapons; undergo random drug testing and annual tuberculosis screening.

Special Physical Characteristics: Incumbents appointed to these positions must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally difficult emergency situations without endangering their health and well-being, or that of their fellow employees, patients, or the public.

Incumbents at the California Department of Corrections and Rehabilitation will have substantial contact and responsibility for penal code offenders and requires the ability to respond to emergencies and protect the public.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

California Correctional Health Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758
(916) 691-5894

OR

California Relay Service at 7-1-1

1-800-735-2929 (TTY)*, 1-800-735-2922 (Voice)

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the Medical Assistant [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: 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. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Bulletin Revision Date: 03/30/17

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Evaluation. Upon completion of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 3 business days for eligibility records to appear in your CalCareer profile.**

Select [Medical Assistant Training and Experience Evaluation](#) to access this online examination.