



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH MEDICAL ADMINISTRATOR II C.E.A.

Schematic Code: SH34 Classification Code: 7675 Exam Code: 8H1AR

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:**

March 15, 2023

June 16, 2023

September 15, 2023

December 15, 2023

SALARY

\$15,467 - \$19,112

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.

WHO CAN APPLY

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

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.)

AND

Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

AND

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

*The Board of Medical Quality Assurance changed and is now named the Medical Board of California (MBC).

NOTE: Applicants who already possess the medical license and specialist certification must show the license and certification numbers, titles, and expiration dates on the application.

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

Under administrative direction of the Deputy Director, Public Health, to plan, organize, coordinate and direct several major statewide public health programs, typically a division, identified as requiring both administrative and medical expertise at the third organizational or division chief level with significant responsibility for the development and implementation of public health medical policy; provides overall program direction, develops new programs; provides guidance to the Department and the Legislature to assure the State is providing optimum public health services; identifies and assesses research needs and resources within several programs and provides leadership in planned research programs; represents the Department on committees and in activities related to other public and voluntary organizations, agencies, and advisory groups.

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

SUPPLEMENTAL RESPONSES

Due to COVID-19, we have limited staff working in the office. Therefore, the preferred method of application submittal at this time is via email to CDPHEExamUnit@cdph.ca.gov. Mailed and dropped off applications will still be accepted but may have delays in processing.

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:

Via Email:

CDPHEExamUnit@cdph.ca.gov

Submit via mail to:

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 (CaIHR),
FAX, OR INTER-AGENCY MAIL**

CONTACT INFORMATION

All questions regarding this examination (including 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:

EMAIL: CDPHEExamUnit@cdph.ca.gov

EXAMINATION INFORMATION

The examination will consist of a Supplemental Application weighted 100%. Applicants are required to respond to the **six** supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Public Health Medical Administrator II 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 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.

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.

Each applicant for this examination must complete and submit responses to the six 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:

1. Your responses must be typewritten or generated by word processing on 8½” X 11” paper.
2. Your font size should be no smaller than “10” pitch.
3. Your responses must be limited to one page per item.
4. Identify each page with your full name.
5. Make sure your responses are complete, specific, clear, and concise.
6. Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
7. 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 (STD. 678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

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

SUPPLEMENTAL APPLICATION ITEMS

1. **Describe your experience communicating verbally and in writing to staff, management, officials and the public.**
2. **Describe your leadership skills and provide examples of how you function effectively as a leader and manager of a program or service.**
3. **Describe your experience overseeing, implementing and monitoring a new policy and/or program. What steps did you take and what was the outcome?**
4. **Describe your experience guiding and overseeing the analysis, development and implementation of proposed and/or new laws and regulations.**
5. **Describe your experience directing and overseeing disease surveillance.**
6. **Describe your medical experience as it relates to public health promotion and the prevention of disease.**

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. Principles and practices of general medicine with particular emphasis on Public Health.
2. Operating policies, standards and functions of a health program.
3. Public Health tools including surveillance, geographic information systems, field epidemiology, and risk communication.
4. State and federal standards including legislations and regulations impacting state and local public health agencies.
5. Public Health and health care services deliveries systems at State, Federal and local levels.
6. Basic comprehensive studies of major health problems and programs.
7. Principles of public administration including fiscal, personnel management and supervision.
8. Current programs, problems and trends in Public Health.
9. Equal employment opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.
10. A manager/supervisor's role in the implementation of the department's equal employment opportunity program and accompanying policies to promote fair and equitable hiring and employment decisions within the work unit.
11. Cultural differences of a diverse subordinate staff to ensure that supervisory decisions and expectations relate to staff interaction, work task completion, assignment of work, and general oversight activities.
12. Supervisory principles, practices, and techniques to appropriately and effectively plan, oversee and direct the work activities of subordinate staff.

Skill to:

1. Manage a multi-disciplinary team of managers, scientists and physicians.
2. Determine important scientific, medical, research and political trends that may impact program delivery and program budgets.

3. Encourage Public Health leadership among staff to carry out program objectives.
4. Keep well organized schedules, delegating duties and working within limited time frames to achieve departmental goals.
5. Communicate clearly and effectively both orally and in writing regarding health matters.
6. Prepare policies and procedures for the operation of the work unit.
7. Direct and oversee the work of subordinate staff.
8. Recognize and communicate the need to shift priorities, staffing and/or resources to maximize the department operational goals and objectives.
9. Exercise sound judgment and common sense when making decisions.
10. Analyze situations accurately and thoroughly in order to determine and implement effective, appropriate course of action.
11. Maintain knowledge related to Public Health medical problems.

Ability to:

1. Provide leadership to a large and complex health program.
2. Effectively plan, organize direct and coordinate a major public health program of statewide scope.
3. Analyze situations accurately and take effective course of action.
4. Effectively contribute to the Department's EEO objectives.
5. Provide leadership to all staff to ensure program objectives meet Departmental goals.
6. Carry out responsibilities and demands of the management role in a major Public Health agency.
7. Effectively secure the cooperation of all groups interested in promoting public health.
8. Participate effectively in conferences and training sessions regarding Public Health medical programs.
9. Adapt to new leadership and direction and effectively implement policy and program changes.
10. Correspond verbally, in person or by telephone clearly and concisely to the public.
11. Demonstrate professionalism toward managers, supervisors and staff creating an overall productive work unit.
12. Adapt plans and schedules to meet changing priorities to work objectives, personnel, and resources and/or work load demands.
13. Interpret and apply pertinent State and Federal laws, rules and regulations.
14. Use good time management when keeping schedules, delegating duties and working within limited time frames to achieve department goals.
15. Facilitates meetings with staff to communicate and exchange information.
16. Use tact, discretion and diplomacy when responding to the needs, problems or concerns of others to convey information in a professional manner.
17. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approvals to problems.

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

CONDTIONS OF EMPLOYMENT (631)

Examination Title: Public Health Medical Administrator IIC.E.A.

Name: _____(Print: first, middle initial, last)

Final Filing Dates:

March 15, 2023

June 16, 2023

September 15, 2023

December 15, 2023

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

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: _____