



Office of Statewide Health  
Planning and Development

## **SUPERVISOR, HEALTH FACILITIES REVIEW**

**Exam Code: 9SHAG**

**Department:** Office of Statewide Health Planning and Development

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Supervisor, Health Facilities Review – \$11,243.00 - \$14,077.00 per month.**

For more information view the [classification specification](#).

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

Applications are accepted continuously throughout the year; however, they will only be processed during the administration period following the cut-off dates listed below.

- June 15, 2020
- September 16, 2020
- December 15, 2020

Applications must be postmarked by the cut-off date. Applications received via hand delivery or interagency mail after 5:00pm on the cut-off date will be held for the next administration period. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing. State applications must have an original signature. The examination title must be indicated on the application. Faxed or emailed applications will not be accepted.

### **WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **9** months.

## HOW TO APPLY

Complete and submit the following documents to the address indicated below. **DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).**

- [State Application \(STD. 678\)](#)
- [Qualifications Assessment Questionnaire and signed Affirmation Statement](#)
- **Proof of completion of the required education (copies are acceptable)**

**Note: Application packages submitted without all of these documents will be rejected.**

**Mail or Hand deliver apps to:**

**Office of Statewide Health Planning and Development  
Human Resources Services Section  
Attention: S Shea  
2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833**

### **Special Testing Arrangements:**

If you have a disability and need special testing arrangements, mark “yes” for question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Unit will contact you to make special testing arrangements.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to ensure you meet the minimum qualifications stated on this announcement. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the minimum requirements does not assure a place on the eligible list.

Note: All State Applications (STD.678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD.678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **SUPERVISOR, HEALTH FACILITIES REVIEW**

Possession of a valid certificate of registration as a civil, structural, mechanical, or electrical engineer issued by the California State Board of Registration for Professional Engineers.

**OR**

Possession of a valid certificate of registration as an architect issued by the California State Board of Architectural Examiners. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.) **And**

**EITHER I**

Two years of experience in the California state service performing the duties of a Senior Architect; Senior Architect, Health Facilities; Senior Structural Engineer; District Structural Engineer; Senior Electrical Engineer; or Senior Mechanical Engineer.

**OR II**

Four years of experience in the California state service performing the duties of an Associate Architect; Associate Electrical Engineer; Associate Mechanical Engineer; or Structural Engineering Associate.

**OR III**

Experience: Broad and extensive experience (more than five years) involving the architectural or engineering planning and design of major buildings or facilities of Type I or II construction as defined in the California Code of Regulations (California Building Standards), Title 24. and Education: Equivalent to graduation from college with major work in engineering or architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **POSITION DESCRIPTION**

### **SUPERVISOR, HEALTH FACILITIES REVIEW**

Under general direction, to plan, organize, direct, and coordinate the work of multidisciplinary professional and technical staff either in a geographic unit responsible for plan review and specification approvals involving health facility construction and

alteration; or a program support unit responsible for divisionwide standards and policy support programs; and to do other related work.

## **POSITION LOCATION**

Positions exist in Sacramento and Los Angeles counties.

## **EXAMINATION SCOPE**

This examination consists of the following components:

Qualification Assessment Questionnaire – Weighted 100% of the final score.

The examination will consist solely of a **Qualification Assessment Questionnaire**.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge and Abilities**

**Knowledge of:** The planning, design, and construction of major buildings including health facilities; principles, methods, and practices of civil and structural engineering and professional architecture as applied to the management of planning and design of buildings and groups of buildings with special emphasis on hospital and other health facilities; Federal and State seismic safety, fire and life safety, facility design, and construction standards and regulations affecting hospital facilities; architectural, structural, mechanical, electrical, and fire and life safety engineering and compliance requirements; principles of public administration, personnel management, management and supervisory techniques, and practices, training, safety, budget preparation, and administration; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

**Ability to:** Plan, organize, direct, and coordinate the work of a multidisciplinary professional and technical staff responsible for plan review and specification approvals work involving health facility construction and alteration; evaluate complex design and consulting work involving structural engineering, mechanical engineering, electrical engineering, fire and life safety, and architectural fields; assist in the establishment of engineering, fire and life safety, and architectural review policies and procedures; direct the preparation of technical reports; direct the preparation of a unit budget and oversee cost control systems; analyze engineering, architectural, and managerial problems and develop effective solutions; maintain effective working relationships with those contacted in the course of work; train and direct personnel; effectively present policy questions, alternatives, and recommendations to department management and other officials; implement effective administrative and personnel procedures; prepare clear and concise reports; represent the organization in meetings and conferences with

outside architectural and engineering consultants, contractors, and other public agencies; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **SUPERVISOR, HEALTH FACILITIES REVIEW** will be established for: **OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for the examinations administered on an Open basis or Promotional basis.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## CONTACT INFORMATION

Office of Statewide Health Planning and Development  
Human Resources Services Section  
2020 West El Camino Avenue, Suite 1016  
Sacramento, CA 95833

Phone: (916) 326-3218

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Office of Statewide Health Planning and Development website: <https://oshpd.ca.gov/>

## **EQUAL OPPORTUNITY EMPLOYER**

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 workplace. 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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Office of Statewide Health Planning and Development 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 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.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.