



# HEALTH PROGRAM MANAGER III

KH02/8429 – Exam Code: 9RC76

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION,  
FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

<b>EXAMINATION BASE</b>	<b>MULTI-DEPARTMENTAL OPEN FOR:</b>  <b>California Prison Health Care Services (CPHCS)</b> <b>California Department of Corrections and Rehabilitation (CDCR)</b>
<b>WHO CAN APPLY</b>	Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.
<b>HOW TO APPLY</b>	The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Health Program Manager III is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:  <p style="text-align: center;"><a href="http://cphcs.hodesiq.com/bl_joblist.asp">http://cphcs.hodesiq.com/bl_joblist.asp</a></p> If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.
<b>APPLICATION DEADLINE/ TESTING PERIOD</b>	Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.  The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.
<b>SALARY RANGE</b>	<b>As of July 1, 2007:</b>  <b>\$6,779 - \$7,474 Monthly</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.
<b>MINIMUM QUALIFICATIONS</b>	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  <p style="text-align: center;"><b>Either</b></p> <b>Experience:</b> One year experience in the California state service performing duties equivalent to a Health Program Specialist II or Health Program Manager II.

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**Or II**

**Experience:** Two years of experience in the California state service performing duties equivalent to a Health Program Specialist I or Health Program Manager I, of which one year must have included supervisory experience.

**Or III**

**Experience:** Five 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 closely related health professional field may be substituted for one year of the required general experience.) and

**Education:** Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)

**EXAMINATION PLAN**

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%**

- A. Knowledge of:
1. Public health, mental health and health care services programs and trends.
  2. Problems and procedures involved in establishing community relationships and assessing community health program needs and resources.
  3. Preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers.
  4. Principles and methods of public administration including organization, personnel and fiscal management.
  5. Methods of preparing reports.
  6. Research and survey methods.
  7. Methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation.
  8. Procedures, planning, implementation and monitoring of programs.
  9. Design and plan for coordination of programs with Federal and local agencies; legislative processes.
  10. Principles and practices of employee supervision, development and training.
  11. Methods and techniques of effective leadership.
  12. Federal, State and local health programs, policies, objectives, and constraints.
  13. The department's Equal Employment Opportunity objectives.
  14. A supervisor's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.
  15. Health program administration, including program policy development.
  16. Program planning and implementation, Program evaluation and use of supportive staff services.
  17. Formal and informal aspects of the legislative and regulatory process.
  18. Principles and techniques of management and public administration.
  19. Federal, State and local standards, issues, policies and priorities related to health services financing, health services delivery, health promotion, disease prevention, and environmental factors impacting health.
  20. Health program administration, including program policy development.
  21. Program planning and implementation, Program evaluation and use of supportive staff services.
  22. Formal and informal aspects of the legislative and regulatory process.

**EXAMINATION PLAN  
CONTINUED**

- B. Ability to:
1. Assist in development of public health and health care projects.
  2. Apply health regulations, policies and procedures.
  3. Participate in monitoring and evaluating health programs and projects.
  4. Gather, analyze and organize data related to health programs.
  5. Analyze administrative problems and recommend effective action.
  6. Communicate effectively.
  7. Act as program liaison with staff in other programs at the Federal, State, and local level.
  8. Assist in planning, conducting and evaluating of field projects.
  9. Recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes.
  10. Analyze proposed legislation, regulations and health program standards.
  11. Provide consultation and technical assistance to local agencies.
  12. Serve on task forces and committees as a program representative.
  13. Supervise staff.
  14. Manage a health program or project.
  15. Establish and maintain priorities.
  16. Effectively utilize available resources.
  17. Apply and recommend changes in health regulations, policies and procedures.
  18. Establish and maintain cooperative relations with a variety of governmental, educational and provider entities.
  19. Effectively contribute to the department's Equal Employment objectives.
  20. Manage a major health program(s) or project.
  21. Assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex health programs and project activities.
  22. Work effectively with various health disciplines and community agencies and lenders in coordinating health services and implementing health programs and in developing and interpreting health policies, regulations and procedures.
  23. Negotiate and coordinate policy relationships with Federal, State and local agencies.
  24. Utilize public administration methods including budgeting and personnel practices in achieving implementation of legislation and new health programs statewide.
  25. Serve as a technical program expert to higher level management and represent the department's position before legislative committees and other State agencies.
  26. Manage a major complex health program
  27. Creatively utilize a variety of management techniques to resolve complex health issues and health program problems.

**ELIGIBLE LIST  
INFORMATION**

An open merged eligible list will be established for CPHCS and CDCR. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

**POSITION  
DESCRIPTIONS  
AND LOCATION(S)**

A Health Program Manager III, has full management and supervisory responsibilities for complex statewide health programs and are usually at the major section or above and are typically characterized by one of the following criteria:

- 1) In charge of a large, well-defined multifaceted health program through multilevel subordinate supervisors and a large, multidisciplinary technical/professional staff; or
- 2) In charge of a moderate-size health program with at least two of the following characteristics:
  - a) New program area with evolving or rapidly changing technology,
  - b) Program not clearly defined, requiring development of program definition, policy and resources,
  - c) Highly sensitive/controversial subject matter,
  - d) Significant, immediate and long-range impact on other programs, public and private industry; or
- 3) In charge of a small highly visible program characterized by broad policy development and implementation, where the nature of such program and policy recommendations is extremely sensitive and controversial, far-reaching and highly visible both within and outside the department; or

**POSITION  
DESCRIPTIONS  
AND LOCATION(S)  
CONTINUED**

4) Serve as the assistant program manager to a branch, exempt or C.E.A. administrator or divisional Deputy Director with additional line management and supervisory responsibility for two or more programs at the section level or above. Where positions are allocated on the basis of the size and complexity of the program must be such that the delegation of this authority will not adversely impact the allocation of the administrator.

Positions exist statewide with the California Prison Health Care Services.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board or their website at [spb.ca.gov](http://spb.ca.gov), local offices of the Employment Development Department, and at the California Prison Health Care Services.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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.

**The California Prison Health Care Services** 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Competitors 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. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

**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 Educational 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 candidate 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 (high school is four years).

**Veteran's Preference:** California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in Open, Nonpromotional Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086**

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

## HEALTH PROGRAM MANAGER III

### CONDITIONS OF EMPLOYMENT - CDCR ADULT & YOUTH FACILITY LISTING ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If, after you are contacted for a job, you are unwilling to accept work you will be charged with a waiver. **After three such waivers** and/or you do not reply promptly to the contact, your name will be made inactive. ON OPEN EMPLOYMENT LISTS, **once your name is placed inactive, it cannot be reactivated.** Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time       (R) Permanent Part-Time       (K) Limited-Term Full-Time       (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

**NOTE:** California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

(5) ANYWHERE IN THE STATE - If this box is marked, no further selection is necessary.

7238 **UPPER NORTHERN REGION** - If this box is marked, no further selection is necessary.

#### ADULT FACILITIES:

0802 **Pelican Bay State Prison**       1802 **California Correctional Center**       1805 **High Desert State Prison**  
Crescent City, Del Norte County      Susanville, Lassen County      Susanville, Lassen County

7231 **NORTHERN REGION** - If this box is marked, no further selection is necessary.

#### ADULT FACILITIES:

<input type="checkbox"/> 0309 <b>Mule Creek State Prison</b> Ione, Amador County	<input type="checkbox"/> 3417 <b>Richard A. McGee Correctional Training Center,</b> Galt, Sacramento County	<input type="checkbox"/> 3902 <b>DeWitt Nelson YCF</b> Stockton, San Joaquin County
<input type="checkbox"/> 3423 <b>CSP, Sacramento</b> Represa, Sacramento County	<input type="checkbox"/> 3901 <b>Deuel Vocational Institution</b> Tracy, San Joaquin County	<input type="checkbox"/> 3908 <b>O.H. Close YCF</b> Stockton, San Joaquin County
<input type="checkbox"/> 4804 <b>California Medical Facility</b> Vacaville, Solano County	<input type="checkbox"/> 4811 <b>CSP, Solano</b> Vacaville, Solano County	<input type="checkbox"/> 3917 <b>N.A. Chaderjian YCF</b> Stockton, San Joaquin County
<input type="checkbox"/> 2102 <b>CSP, San Quentin</b> San Quentin, Marin County	<input type="checkbox"/> 5505 <b>Sierra Conservation Center Conservation Camp Facility</b> Jamestown, Tuolumne County	<input type="checkbox"/> 3907 <b>Northern California YCF</b> Stockton, San Joaquin County
<input type="checkbox"/> 3400 <b>Headquarters</b> Sacramento, Sacramento County		<input type="checkbox"/> 0311 <b>Pine Grove Youth</b> Pine Grove, Amador County
<input type="checkbox"/> 3404 <b>Folsom State Prison</b> Represa, Sacramento County		<input type="checkbox"/> 0307 <b>Preston YCF</b> Ione, Amador County

7232 **CENTRAL REGION** - If this box is marked, no further selection is necessary.

#### ADULT FACILITIES:

<input type="checkbox"/> 1015 <b>Pleasant Valley State Prison</b> Coalinga, Fresno County	<input type="checkbox"/> 2003 <b>Central California Women's Facility</b> Chowchilla, Madera County	<input type="checkbox"/> 4003 <b>El Paso de Robles YCF</b> Paso Robles, San Luis Obispo County
<input type="checkbox"/> 1503 <b>California Correctional Institution</b> Tehachapi, Kern County	<input type="checkbox"/> 2004 <b>Valley State Prison for Women</b> Chowchilla, Madera County	<input type="checkbox"/> 4005 <b>California Men's Colony</b> San Luis Obispo, San Luis Obispo Co.
<input type="checkbox"/> 1514 <b>North Kern State Prison</b> Delano, Kern County	<input type="checkbox"/> 2701 <b>Correctional Training Facility</b> Soledad, Monterey County	
<input type="checkbox"/> 1522 <b>Kern Valley State Prison</b> Delano, Kern County	<input type="checkbox"/> 2708 <b>Salinas Valley State Prison</b> Soledad, Monterey County	
<input type="checkbox"/> 1513 <b>Wasco State Prison</b> Reception Center, Wasco, Kern County	<input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility,</b>	
<input type="checkbox"/> 1605 <b>Avenal State Prison</b> Avenal, Kings County	<input type="checkbox"/> 1606 <b>CSP, Corcoran</b> Corcoran, Kings County	
<input type="checkbox"/> 1605 <b>Avenal State Prison</b> Corcoran, Kings County	<input type="checkbox"/> 1608 <b>California Substance Abuse Treatment Facility,</b> Corcoran, Kings County	

7233 **SOUTHERN REGION** - If this box is marked, no further selection is necessary.

#### ADULT FACILITIES:

<input type="checkbox"/> 1307 <b>Calipatria State Prison</b> Calipatria, Imperial County (North)	<input type="checkbox"/> 3313 <b>Chuckawalla Valley State Prison</b> Blythe, Riverside County	<input type="checkbox"/> 3628 <b>Heman G. Stark YCF</b> Chino, San Bernardino County
<input type="checkbox"/> 1308 <b>Centinela State Prison</b> Imperial, Imperial County (South)	<input type="checkbox"/> 3329 <b>Ironwood State Prison</b> Blythe, Riverside County	<input type="checkbox"/> 1967 <b>Southern Youth Correctional Reception Center &amp; Clinic</b> Norwalk, Los Angeles County
<input type="checkbox"/> 1503 <b>California Correctional Institution</b> Tehachapi, Kern County	<input type="checkbox"/> 3612 <b>California Institution for Men</b> Chino, San Bernardino County	<input type="checkbox"/> 5610 <b>Ventura YCF</b> Camarillo, Ventura County
<input type="checkbox"/> 1995 <b>CSP, Los Angeles</b> Lancaster, Los Angeles County	<input type="checkbox"/> 3613 <b>California Institution for Women</b> Corona, San Bernardino County	
<input type="checkbox"/> 3310 <b>California Rehabilitation Center</b> Norco, Riverside County	<input type="checkbox"/> 3715 <b>R. J. Donovan Correctional Facility at Rock Mountain</b> San Diego, San Diego County	

Please notify CPHCS promptly of any address changes or availability for employment at the following address: CPHCS, Human Resources, Selection Services Section, P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038.