



**CALIFORNIA PRISON  
HEALTH CARE SERVICES**

# ASSOCIATE HEALTH PROGRAM ADVISOR

KH12/8337 – Exam Code: 1RC05

**OPEN – STATEWIDE**



**California  
Department of  
Corrections  
and Rehabilitation**

## CONTINUOUS FILING Training and Experience Assessment

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

**EXAMINATION BASE      MULTI-DEPARTMENTAL OPEN FOR:**

**California Prison Health Care Services (CPHCS)  
Department of Corrections and Rehabilitation (CDCR)**

Positions currently exist statewide with CDCR and CPHCS.

**POSITION  
DESCRIPTION**

The Associate Health Program Advisor, under direction, performs the more difficult and complex duties involved in the planning, implementation, monitoring and evaluation of health programs or projects. An Associate Health Program Adviser may have lead responsibility, serve as a team leader on studies or projects or discrete program areas, or plan and perform staff work for health-related advisory committees.

**WHO CAN APPLY**

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.

**HOW TO APPLY**

Submit an Examination Application (Std. Form 678), and Training and Experience Assessment to the address listed below:

**By mail with:**

or

**In person with:**

**California Prison Health Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038**

**California Prison Health Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95814**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Training and Experience Assessment for the Associate Health Program Advisor can be downloaded from State Personnel Board's website at [www.jobs.ca.gov](http://www.jobs.ca.gov), CPHCS' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov) or CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) or copies can be obtained by calling (916) 445-1086.

**NOTE: Only applications with an original signature will be accepted.**

**PLEASE DO NOT SUBMIT YOUR APPLICATIONS TO THE STATE PERSONNEL BOARD  
OR TO THE DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**APPLICATION  
DEADLINE/  
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time they file their applications.

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.

**SALARY RANGE**                      **Currently, as of July 1, 2007:**  
  
**\$4,400.00 - \$5,348.00 per month**

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

**BENEFITS**                              For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**MINIMUM QUALIFICATIONS**                      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.

Candidate must meet the following minimum qualifications to be admitted to the examination process.

**Either I**

One year of experience in the California state service performing duties comparable to Health Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of progressively responsible experience in health program administration, at least one year of which shall have included significant responsibility in a program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization.

(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 may be substituted for one year of the required general experience.)

(Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration or a closely related field may be substituted for the two years of the required general experience.)

**And**

**Education:** Equivalent to graduation from college. (Additional qualifying experience in public health or health program administration may be substituted for the required education on a year-for-year basis.)

**EXAMINATION PLAN**                      This examination will consist 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.

Candidates who meet the "Minimum Qualifications" will have their Training and Experience Assessment scored. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE TRAINING AND EXPERIENCE ASSESSMENT IS MANDATORY.** Candidates who do not return the completed Training and Experience Assessment will be eliminated from this examination.

**EXAMINATION PLAN  
(Continued)**

**Training and Experience Assessment – Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

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 planning for coordination of programs with Federal and local agencies.
10. Legislative processes.

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. Speak and write 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.

**SPECIAL TESTING  
ARRANGEMENTS**

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.

**ELIGIBLE LIST  
INFORMATION**

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

**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).

**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**