



CLINICAL RECORD ADMINISTRATOR

Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January - June and July - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Office of Workforce Planning & Selection**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Office of Workforce Planning and Selection.

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

APPLICATION DEADLINE/ REQUIREMENTS 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.

SALARY RANGE(S) As of: December 29, 2009

Range A: \$5,076.00 - \$6,168.00
Range L: \$5,076.00 - \$6,168.00

Alternate Range Criteria
Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range L.
Range L: This range shall apply to incumbents in positions designated Confidential and E97 in classes with CBID 01, 02, 04, 06, 07, 10, 12, 14, 20, and 21, and who also meet the criteria for Range A which applies to incumbents that are designated rank and file.

- BENEFITS**
- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
 - \$100 monthly Bilingual Differential Pay
 - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
 - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
 - Flexible work hours (Management discretion)
 - Pre-tax parking (Where applicable)
 - Twelve (12) paid holidays
 - Generous paid vacation/sick leave or annual leave
 - Jury duty/military/bereavement leave
 - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
 - Pre-retirement death benefit
 - Dependent Care Program
 - Long Term Insurance (CalPERS)
 - Home Loan Program (CalPERS)
 - Legal Services
 - Employee Assistance Program

MINIMUM QUALIFICATIONS

Either I

Current registration by the American Medical Record Association (currently known as American Health Information Management Association) as a registered record administrator; **and**

Experience: Two years of experience performing the duties equivalent to a Medical Records Consultant.

Or II

Current registration by the American Medical Record Association (currently known as American Health Information Management Association) as a registered record administrator; **and**

Experience: Four years of experience performing the duties equivalent to a Clinical Records Director in an organization with multilevels of care and experience as a department head within the organization.

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Qualifying experience may be combined on a proportionate basis if the requirements stated above 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.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION
PLAN**

This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation at the institutions listed. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.

**POSITION
DESCRIPTION
AND LOCATION(S)**

The **Clinical Record Administrator**, under general direction, plans, develops, evaluates, provides expertise, and coordinates implementation of changes and additions to a client/patient/inmate/youthful offender health record information system for all State developmental centers, all State hospital operations or all State correctional health care facilities; provides functional supervision over facility clients/patient/inmate/youthful offender health records staff, and integrates and facilitates activities necessary for client/patient/inmate/youthful offender health record compliance with licensing, certification, accreditation, health care planning, legal and ethical requirements, and other applicable quality-of-care standards; or coordinates facility health record functions to meet American Correctional Association Standards; and to do other related work.

Positions currently exist in the Division of Correctional Health Care Services in Sacramento (Adult and Juvenile Divisions) with the Department of Corrections and Rehabilitation.

**VETERANS POINTS/
CAREER CREDITS**

Veterans 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 Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at www.jobs.ca.gov/OEC/jobs/stateapp.aspx

The Department of Corrections and Rehabilitation 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.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

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) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

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

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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

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 CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS