



**CALIFORNIA PRISON  
HEALTH CARE SERVICES**

**HEALTH PROGRAM SPECIALIST I**  
KH10/8338 – Exam Code: 1RC04



**California  
Department of  
Corrections  
and Rehabilitation**

**OPEN – STATEWIDE**

**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**

A Health Program Specialist I functions as a highly skilled, technical program consultant in areas of extreme sensitivity and with responsibility for coordinating the development of broad policy with multiple departmental, immediate and long-range impact. Positions at this level are those where the level of expertise required is definably greater than that for any other supervisory position at this level and the function performed is critical to the department's basic mission.

**WHO CAN APPLY**

Applicants who meet the minimum qualifications as stated below may apply and take this examination. Applications will not be accepted on a promotional basis.

**HOW TO APPLY**

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

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

or

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

If you are personally delivering your application materials, 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 Health Program Specialist I can be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov), California Prison Health Care Services' website at [www.cphcs.ca.gov](http://www.cphcs.ca.gov), CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or 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/  
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 they file their application.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

**SALARY RANGE**                      **Currently, as of July 1, 2007:**  
  
**\$4,833 - \$5,874 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 equivalent to Associate Health Program Adviser. (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 been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to 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 health professional 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.

Candidates who meet the "Minimum Qualifications" will have their Training and Experience Assessment scored. If they pass the examination, they will be placed on the 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 the examination.

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

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.

**EXAMINATION PLAN  
(Continued)**

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 eligible list will be established to fill vacancies 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.

**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, the California Prison Health Care Services, and at the California Department of Corrections and Rehabilitation.

**If you meet the requirements** stated in this bulletin, you may take this examination, which is competitive. 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) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide 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**