



**SENIOR PERSONNEL SPECIALIST  
PERSONNEL SUPERVISOR I  
PERSONNEL SUPERVISOR II**

**PROMOTIONAL – SPOT CONTINUOUS FILING**

CONTACT  
INFORMATION  
ON THE WEB

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

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are 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.

**Position Information**

Positions currently exist with California Correctional Health Care Services at:

- Headquarters in Elk Grove, California
- Central Region in Fresno, California
- Southern Region in Bakersfield, California

**Senior Personnel Specialist**

As a Senior Personnel Specialist, under general direction, the incumbent serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a staff specialist, the incumbent researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, develops and revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; serves as a coordinator for a variety of personnel-related programs, e.g., FMLA, and may act in a lead role (i.e., training, workload, etc.).

**Personnel Supervisor I**

As a Personnel Supervisor I, under general supervision, the incumbent supervises a staff of Personnel Specialists performing personnel/payroll transaction functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

**Personnel Supervisor II**

As a Personnel Supervisor II, through subordinate supervisors, the incumbent plans, organizes, and directs the work of the department's transactions program. There may be functional supervision over lower-level Personnel Specialists in geographically separated locations.

**Salary and Benefit Information**

Currently, as of July 1, 2014:

Senior Personnel Specialist: \$3,731 - \$4,671 per month

Personnel Supervisor I: \$3,731 - \$4,671 per month

Personnel Supervisor II: \$4,106 - \$5,140 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>



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Personnel Supervisor II**

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**Who Can Apply**

Applicants must meet one of the following criteria, in addition to meeting the education and/or experience requirements as stated in the next section:

1. Have a current permanent civil service appointment, or have had a permanent civil service appointment within the past three years, with the California Correctional Health Care Services (with no subsequent break in State services);
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code (GC) § 18990; or be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC § 18992;
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC § 18992;
4. Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC § 18991. Candidates filing under this GC need to submit a legible copy of their discharge (DD214) along with the completed examination application.

Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) Rules 234, 235 and 235.2.

**Minimum Qualifications**

**Senior Personnel Specialist Experience:** One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

**Personnel Supervisor I Experience:** One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

**Personnel Supervisor II Experience:** One year of experience in the California state service performing the duties of a Personnel Supervisor I or a Personnel Services Supervisor II.

**All Levels Additional Desirable Qualifications:** Familiarity with automated systems.

**Examination Information**

These examinations will consist solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.



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**How to Apply and Test**

Submit a State Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The Form 631 can be found on the last page of this examination bulletin.

By mail:

California Correctional Health  
Care Services  
Examination Services Section, Bldg D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

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. Do not submit applications to the California Department of Human Resources.

If you meet the entrance requirements for Senior Personnel Specialist, Personnel Supervisor I, or Personnel Supervisor II, you may file for one or more examinations on a single application. However, you must list the examination title(s) of each examination you wish to file for and you will only be considered for the examination(s) that you have listed on your application.

Only applications with an original signature will be accepted.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services Section at (916) 691-5894 to make specific arrangements.

**Eligible List Information**

A departmental-promotional spot eligible list will be established for each class in this series to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the appropriate list in order of final scores, regardless of date. Eligibility on all three lists expires 12 months after it is established, unless the needs of the service and conditions of the lists warrant a change in this period. Competitors must then retake the Education and Experience examination to re-establish eligibility.

**Veterans Preference and Career Credits**

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



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General Information

Applications are available at the State's career website at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department, the California Correctional 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 Correctional 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 Examination Information, call  
(916) 691-5894 or 1-877-793-4473

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

This bulletin cancels and supersedes all previously issued bulletins.

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**SENIOR PERSONNEL SPECIALIST  
PERSONNEL SUPERVISOR I  
PERSONNEL SUPERVISOR II  
Conditions of Employment (Form 631)**

Name: \_\_\_\_\_

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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 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.

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**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

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

(A) Any  
 (D) Permanent Full-Time

(K) Limited-Term Full-Time  
 (R) Permanent Part-Time

(U) Limited Term Part-Time  
 (T) Permanent Intermittent

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.

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(0005) ALL LOCATIONS LISTED BELOW – If this box is marked, no further selection is necessary.

**NORTHERN REGION**

3400 **Headquarters**  
Elk Grove, Sacramento County

**CENTRAL REGION**

1000 **Central Region Office**  
Fresno, Fresno County

**SOUTHERN REGION**

1500 **Southern Region Office**  
Bakersfield, Kern County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address: CCHCS, Examination Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.