CHIEF EXECUTIVE OFFICER, HEALTH CARE (SAFETY)
California Correctional Health Care Services
Open – Continuous Filing
Release Date: 07/01/09  Revised Date: 07/01/19  Exam Code: 9RC25

SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2018: **$11,000 - $16,218 per month**

For a summary of benefits, visit the California Department of Human Resources at: [www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx](http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx)

POSITION INFORMATION

It is anticipated that positions may exist with California Correctional Health Care Services at the following locations in the future:

- Avenal State Prison in Avenal, California
- California City Correctional Facility in California City, California
- California Correctional Center in Susanville, California
- California Correctional Institution in Tehachapi, California
- California Health Care Facility in Stockton, California
- California Institution for Men in Chino, California
- California Institution for Women in Corona, California
- California Medical Facility in Vacaville, California
- California Men’s Colony in San Luis Obispo, California
- California Rehabilitation Center in Norco, California
- California State Prison, Corcoran in Corcoran, California
- California State Prison, Los Angeles County in Lancaster, California
- California State Prison, Sacramento in Represa, California
- California State Prison, Solano in Vacaville, California
- Calipatria State Prison in Calipatria, California
- Centinela State Prison in Imperial, California
- Central California Women’s Facility in Chowchilla, California
- Chuckawalla Valley State Prison in Blythe, California
- Correctional Training Facility in Soledad, California
- Deuel Vocational Institution in Tracy, California
- Folsom State Prison in Represa, California
- High Desert State Prison in Susanville, California
- Ironwood State Prison in Blythe, California
- Kern Valley State Prison in Delano, California
- Mule Creek State Prison in Ione, California
- North Kern State Prison in Delano, California
- Pelican Bay State Prison in Crescent City, California
- Pleasant Valley State Prison in Coalinga, California
- Richard J. Donovan Correctional Facility in San Diego, California
- Salinas Valley State Prison in Soledad, California
- San Quentin State Prison in San Quentin, California
- Sierra Conservation Center in Jamestown, California
- Substance Abuse Treatment Facility and State Prison in Corcoran, California
- Valley State Prison in Chowchilla, California
- Wasco State Prison Reception Center in Wasco, California

As a Chief Executive Officer, Health Care (Safety), the incumbent is responsible for planning, organizing, and coordinating the implementation of a health care delivery system in California Department of Corrections and Rehabilitation (CDCR) adult institutions; supervising health care program managers responsible for medical care, nursing care, mental health care, and dental care within the institution for purposes of ensuring the coordinated and effective delivery of quality care by multidisciplinary personnel; may supervise program managers responsible for all administrative services functions within health care; ensures adequate resources are requested to support health care operations; administers a multi-million dollar budget, multiple on-site clinics, and a delivery system that features a full range of medical, mental health, dental, pharmacy and medication management, and specialty care services across multiple levels of care; and performs other related duties.

**REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION**

Applicants are responsible to make sure they meet the Minimum Qualifications (as stated below) as of the date the examination is taken. Applicants’ signature on the application indicates they have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS**

**Either I**

**Experience:** Three years of progressively responsible executive level experience in health care administration or medical management, which must have included at least two years with
responsibility for supervision of a broad variety of clinical, administrative, management, and clinical support services in a setting comparable to those found within a large hospital, health maintenance organization, or other health care system.

And

**Education:** Possession of a Master’s Degree in Public Health, Health Administration, Medical Management, Health Planning, Public Administration, or a closely related health professional or business management field.

Or II

**Experience:** Five years of progressively responsible executive level experience in health care administration or medical management, which must have included at least three years with responsibility for supervision of a broad variety of clinical, administrative, management, and clinical support services in a setting comparable to those found within a large hospital, health maintenance organization, or other health system.

And

**Education:** Possession of a Bachelor’s Degree in health services administration or a related field.

**Special Personal Characteristics:** Incumbents must possess the willingness to work in a correctional facility; be empathetic and sympathetic and demonstrate a respectful understanding of patients in a state correctional facility or clinic. Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations and emergencies encountered on the job without endangering their own health and well-being or that of fellow employees, forensic clients, inmate-patients, or the public.

**HOW TO APPLY AND TEST**

**The Application and Training and Experience (T&E) Evaluation** are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the **T&E Evaluation**. The application form for Chief Executive Officer, Health Care (Safety) is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the **T&E Evaluation** on the internet by connecting to the following on-line instructions:

[cphcs.hodesiq.com/bl_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp)

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.
HOW TO APPLY AND TEST (CONTINUED)

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

If you have a disability and need special testing arrangements, please contact the CCHCS’ Examination Services at (916) 691-5894 to make specific arrangements.

EXAMINATION SCOPE

This examination consists of a T&E Evaluation weighted 100%. The T&E Evaluation is designed to elicit a range of specific information regarding each applicant’s knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

In addition to evaluating each applicants’ relative knowledge, skills, and abilities, as demonstrated by the quality and breadth of education and/or experience, emphasis in the examination will be on measuring competitively, relative job demands, and each applicant’s:

Knowledge of:
1. Issues and problems involved in managing the administrative, fiscal, and clinical services of a large and complex multidisciplinary health care delivery system;
2. Principles of personnel management and supervision of a multi-disciplinary workforce;
3. Principles, practices, and trends of organization and management as they relate to an institution health care setting;
4. Laws, rules, regulations, and standards pertaining to health care administration in a correctional setting;
5. Fiscal management practices;
6. Principles, practices, and trends of organizational leadership;
7. Cost and data management systems associated with patient care and evaluation of health care delivery systems;
8. Uses and application of information technology;
9. Current trends and developments in the field of health care administration;
10. Basic principles of emergency and disaster preparedness planning;
11. A manager’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
EXAMINATION SCOPE (CONTINUED)

Ability to:

1. Communicate effectively;
2. Plan, organize, direct, and evaluate health care and administrative services to meet treatment needs within an institution setting;
3. Establish and maintain cooperative working relationships with those contacted in the course of the work;
4. Evaluate information and make recommendations based upon data from management or automated systems;
5. Create and develop collaborative teams;
6. Analyze data and situations and take appropriate action;
7. Execute progressive discipline;
8. Motivate staff to accomplish common goals;
9. Prepare clear, concise, and comprehensive reports;
10. Effectively develop and implement strategies to accomplish program missions;
11. Develop staff and assess training and developmental needs;
12. Attract and recruit qualified staff;
13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies within the CCHCS. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 48 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the examination to re-establish list eligibility.

Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.
DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available through your CalCareer Account via the website at www.jobs.ca.gov, local offices of the California Department of Human Resources, the Employment Development Department, the California Correctional Health Care Services, and 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.

CCHCS 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: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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 12th 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 to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx and the California Department of Veterans Affairs at www.calvet.ca.gov/home. Veteran’s Preference is not granted once a person achieves permanent civil service status.

For Current Examination Information, call or email (916) 691-5894 or 1-877-793-4473 or CPHCSSelectionServices@cdcr.ca.gov

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

This bulletin cancels and supersedes all previously issued bulletins.