RECEIVER’S MEDICAL EXECUTIVE (SAFETY)
California Correctional Health Care Services
Open – Continuous Filing
Release Date: 07/01/09  Revised Date: 07/01/19  Exam Code: 9RC26

SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2018: $20,000 - $40,992 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

POSITION INFORMATION

Positions currently exist statewide with the California Correctional Health Care Services (CCHCS).

ASSIGNMENT POSITION DESCRIPTIONS WITHIN THE CLASSIFICATION

INSTITUTION CHIEF OF MEDICAL SERVICES
Positions assigned to this level are the highest ranking medical manager within a Department of Corrections and Rehabilitation adult institution. Incumbents report directly to the institution healthcare Chief Executive Officer and receive functional supervision from the Regional Chief of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof. Incumbents direct all provider activity within the institution and ensures compassionate, safe, effective, timely, efficient, and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody; develop and maintain a competent provider team to deliver evidence-based, patient-centered care; and develop and implement clear and realistic performance expectations, issue letters of instruction and counseling memoranda, recommend formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer, take disciplinary action; and does other related work.

REGIONAL/DEPUTY CHIEF OF MEDICAL SERVICES
Under the direct supervision of either the Regional Health Care Executive or the Statewide Chief of Medical Services, coordinates all medical services within a region spanning multiple institutions or, at the Headquarters level, administers a medical program with Statewide scope within the California Department of Corrections and Rehabilitation adult institutions, and ensures that medical practices comply with appropriate professional standards; ensures institutions within the region have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; supervises providers assigned to
POSITION INFORMATION (CONTINUED)

Regional Offices for purposes of quality monitoring and improvement, program development, and program implementation; functionally supervises the Institution Chiefs of Medical Services within the region insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution Chiefs of Medical Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the region; and assists in evaluating provider staff and recommends corrective and adverse action to institution Chiefs of Medical Services, institution Chief Executive Officers, and Regional Health Care Executives; and does other related work.

STATEWIDE CHIEF OF MEDICAL SERVICES

Under general direction, coordinates all medical services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions; ensures that medical practices comply with appropriate standards to deliver evidence-based, patient-centered care; ensures institutions statewide have implemented an effective system that certifies competence to perform provider duties, including primary care and urgent/emergency care; functionally supervises the Regional and Deputy Chiefs of Medical Services insofar as it pertains to standards of medical practice, optimal medical work processes, and achievement thereof; participates in the selection of the Institution, Regional, and Deputy Chiefs of Medical Services and recommends the appointment of candidates to institution healthcare Chief Executive Officers and Regional Health Care Executives; develops and monitors provider performance expectations; performs competency assessments; mentors and coaches provider personnel throughout the state; and assists in evaluating provider staff and recommends corrective and adverse action to Institution and Regional Chiefs of Medical Services, Institution Chief Executive Officers, and Regional Health Care Executives; and does other related work.

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

Possession of a current and unencumbered license as a physician in California; and Board certification recognized by the American Board of Medical Specialties or the American
MINIMUM QUALIFICATIONS (CONTINUED)

Osteopathic Association. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

And

Experience:  Five years of clinical experience in a comprehensive medical setting, at least two years of which must have been over a defined medical program with full authority to hire, evaluate, conduct quality reviews, and have a responsibility for practical practice development and discipline.

Special Personal Characteristics:  Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

Special Physical Characteristics:  Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates or the public.

Additional Desirable Qualifications: Clinical experience in a correctional facility, and experience in health care system and program design and development.

Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).

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 Receiver’s Medical Executive (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

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.
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:

**Required Core Competencies:**
1. Professional/technical expertise
2. Customer and patient focus
3. Teamwork
4. Valuing diversity
5. Managing performance
6. Leadership
7. Planning and organizing
8. Organizational savvy
9. Process improvement
10. Developing others
11. Managing change
12. Strategic view
13. Assessing talent
14. Relationship building
15. Negotiating
16. Handling conflict
17. Oral communication
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.