SALARY AND BENEFIT INFORMATION

Currently, as of July 1, 2018: $7,521 - $8,540 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). A Correctional Health Services Administrator II, Correctional Facility under general administrative direction, has overall medical support services and administrative responsibility for a large and complex health care program to include hospital, psychiatric, and dental services in a State correctional facility.

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

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.
MINIMUM QUALIFICATIONS (CONTINUED)

Either I
One year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties of a class at least comparable in level of responsibility to those of Hospital Administrative Resident IV.

Or II
Two years of experience in California state service performing duties in a major hospital administrative or management function performing medical support services duties at least comparable in level of responsibility to those of Hospital general Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Resident III.

Or III
Experience: Four years of progressively responsible experience in medical health care administration which must have included at least three years of experience with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy, dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in the California state service applied to the Pattern II requirement must be of at least the level, duration, and type specified in Pattern I above.) And

Education: Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor’s degree. Applicants must have the number of semester/quarter units, as well as the required coursework necessary to be awarded a four-year Bachelor’s degree. When education and/or specific coursework is required, applicants must provide a copy of an unofficial transcripts along with their Examination Application (Std. Form 678).

Special Personal Characteristics: Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience; emotional stability; and willingness to accept and effectively carry out administrative responsibility.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
MINIMUM QUALIFICATIONS (CONTINUED)

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

OUT OF CLASS EXPERIENCE: A completion of an “out-of-class (OOC) assignment memorandum”, dated within one year of assignment completion, is required to use OOC experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from their Classification and Pay Analyst or institutional Personnel Liaison. OOC experience without the required documentation cannot be considered for examination purposes.

HOW TO APPLY AND TEST

Applicants are required to submit a State Application (Std. Form 678) for this examination either by mail, in person or via email to the addresses listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). Examination Services staff will screen each application. Applicants meeting the minimum qualifications will be sent the Training and Experience (T&E) Evaluation approximately 2-3 weeks from the date the application is received. Applicants must indicate on the Std. Form 678 under “Explanations” how they would like to receive the T&E Evaluation (i.e., email or regular mail), if no method is identified on the Std. Form 678, the T&E Evaluation will be sent via regular mail.

**By Mail**
CCHCS
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

**In Person**
CCHCS
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

**Via Email**
CPHCSSelectionServices@cdcr.ca.gov

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.

Only applications with an original signature will be accepted.

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, skill, 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 applicants’ relative knowledge, skills, and ability, as demonstrated by 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. Principles and practices of organization, supervision, and management;
2. Problems involved in administrative health services support programs of a hospital;
3. Program development and evaluation techniques;
4. The Department’s Equal Employment Opportunity (EEO) Program objectives;
5. Objectives of the treatment programs of a hospital;
6. A manager’s role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

1. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility;
2. Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the hospital, psychiatric, and dental program in a correctional facility;
3. Collect and analyze data and make administrative studies and prepare clear, concise, and comprehensive reports;
4. Analyze situations accurately and take effective action;
5. Supervise, train, and motivate staff to achieve maximum effectiveness;
6. Communicate effectively;
7. Effectively contribute to the Department’s EEO Program objectives.

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 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in the 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.
**GENERAL INFORMATION (CONTINUED)**

**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.