



ASSISTANT HOSPITAL ADMINISTRATOR

Exam Code: 8RC05

Department: California Correctional Health Care Services
and California Department of Corrections and Rehabilitation

Exam Type: Multi-Departmental, Open Spot

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Assistant Hospital Administrator (4781) – \$7,781 - \$8,838 per month.

View the [classification specification](#) for the Assistant Hospital Administrator classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: 1st of every month

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for six (6) months.

How To Apply:

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. 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

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

In Person

California Correctional Health Care Services
8280 Longleaf Drive
Lobby 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.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Assistant Hospital Administrator**Either I**

Experience: In the California state service either:

1. One year of experience performing hospital administrative or management support services functions such as service and supply, plant maintenance and operation, patients' benefits administration, or food service management in a class with a level of responsibility comparable to a Hospital Administrative Resident II (formerly known as Hospital Administrative Resident IV). **Or**

2. Two years of experience performing administrative duties in a class with a level of responsibility comparable to Associate Budget Analyst, Personnel or Management Analyst. **And**

Education: Equivalent to graduation from college with a major in hospital, health care, public, or business administration or in a related field.

Or II

Experience: Two years of progressively responsible experience in health care or hospital administration which must have included at least one year of experience with responsibility for two or more administrative management and support services functions comparable to those found in a large hospital. **And**

Education: [Equivalent to graduation from college](#) with a major in business, health care, hospital, public administration or a related field. (Possession of a Master's Degree in Business, Health Care, Hospital or Public Administration or a related field may be substituted for one year of the required general experience.)

Desirable Qualifications: Knowledge of the general principles and objectives of data processing and the applications of an automated management system.

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.

POSITION DESCRIPTION

Assistant Hospital Administrator

An Assistant Hospital Administrator, under direction, plans, organizes, and directs nonclinical services and programs in a correctional facility; supervises various administrative service functions; and does other related work.

Positions exist in the following locations in California:

- California Medical Facility, Vacaville

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

examination component will be measuring competitively, relative to job demands, each applicant's:

Knowledge of:

1. Principles, practices, and trends of organization and management;
2. Problems involved in managing the administrative support of a large hospital;
3. Program development and evaluation techniques;
4. Principles and objectives of automated management data systems;
5. Objectives of the treatment, training, and research programs of a large hospital or health care facility;
6. The Department's Employment Opportunity Program (EEO) objectives;
7. A manager's role in the EEO program and the processes available to meet EEO objectives.

Ability to:

1. Plan, organize, direct, and evaluate the administrative services of a hospital or health care facility to meet treatment and training needs;
2. Independently analyze data and make recommendations;
3. Prepare clear, concise, and comprehensive reports;
4. Independently analyze situations accurately and take appropriate action;
5. Directly supervise and train staff;
6. Assist in establishing organizational goals and objectives;
7. Communicate effectively.

ELIGIBLE LIST INFORMATION

A multi-departmental, open spot eligible list for the Assistant Hospital Administrator will be established for:

**California Correctional Health Care Services
California Department of Corrections and Rehabilitation**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a [CalCareer Account](#) with the California Department of Human Resources. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

California Correctional Health Care Services
California Department of Corrections and Rehabilitation

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services
Attn: Examination Services
8280 Longleaf Drive
Elk Grove, CA 95758

Phone: (916) 691-5894

Email: CPHCSSelectionServices@cdcr.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 State 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. Form 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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 revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by 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. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.

This bulletin cancels and supersedes all previously issued bulletins.