



CHIEF EXECUTIVE OFFICER, HEALTH CARE (SAFETY)

Exam Code: 1RC22

Department: California Correctional Health Care Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Chief Executive Officer Health Care (Safety) (8216): \$11,000 - \$17,379 per month.

View the [classification specification](#) for the Chief Executive Officer, Health Care (Safety) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: Continuous

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 1 to 2 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 email. If no email address is provided, 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
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.

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 exam 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.

Chief Executive Officer, Health Care (Safety)**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.

POSITION DESCRIPTION

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
- 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 Lone, 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

Chief Executive Officer, Health Care (Safety)

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.

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. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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. 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.

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

A departmental, open eligible list for the Chief Executive Officer, Health Care (Safety) classification will be established for:

California Correctional Health Care Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **48 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

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.