



# CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I, CORRECTIONAL FACILITY

**Exam Code: 1RC17**

**Department:** California Correctional Health Care Services

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Correctional Health Services Administrator I, Correctional Facility (4910) –**

\$6,892 - \$8,564 per month.

View the [classification specification](#) for the Correctional Health Services Administrator I, classification.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: Online, 24/7

### 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:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Examination” section.

### 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.

### **Correctional Health Services Administrator I, Correctional Facility**

#### **Either I**

One year of experience in the California state service 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 Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrative Resident III.

#### **Or II**

**Experience:** Three years of progressively responsible experience in medical health care administration which must have included at least two years 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.)

**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.

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.

**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).**

## **POSITION DESCRIPTION**

### **Correctional Health Services Administrator I, Correctional Facility**

A Correctional Health Services Administrator I, Correctional Facility under general administrative direction, has overall medical support services and administrative responsibility for a medium-sized health care program to include hospital, psychiatric, and dental services in a State correctional facility.

Positions exist statewide.

## **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 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. Establish and maintain effective working relationships with medical and psychiatric professional staff and with others;
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

A departmental, open eligible list for the Correctional Health Services Administrator I, Correctional Facility 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 **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.

## EXAMINATION INFORMATION

[Preview the Training and Experience Evaluation](#)

## 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.

## **TAKING THE EXAMINATION**

Take the examination for the [Correctional Health Services Administrator I, Correctional Facility](#) classification.

## **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](mailto: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) servicewide 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 12<sup>th</sup> 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.