



CHIEF EXECUTIVE OFFICER, HEALTH CARE (SAFETY)

SA05/8216 – Exam Code: 9RC25

OPEN – STATEWIDE

CONTINUOUS INTERNET EXAMINATION, FILING, AND JOB VACANCIES

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

California Prison Health Care Services (CPHCS)

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

The application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Chief Executive Officer, Health Care (Safety) is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

http://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 State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

APPLICATION DEADLINE/ TESTING PERIOD

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE

As of March 4, 2008:

\$11,000 - \$13,585 Monthly – One assignment level – Institutional.

BENEFITS

NOTE: This is an all inclusive list of state benefits; however, not all benefits pertain to every classification. At the point of hire, actual benefits will be discussed with the employee.

- Deferred Compensation Plans (Savings pool, 401(k), and 457 plans)
- \$100 Monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)

**BENEFITS -
CONTINUED**

- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- California Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System)
- Reimbursement of License Renewal Fees (Actual Cost)
- Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license.
- Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information.):
 - ❖ Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selected institutions.
 - ❖ Health Professions Education Foundation Scholarship and Loan Repayment offered at selected institutions.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**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.

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 care 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.

EXAMINATION PLAN This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%

Required Core Competencies:

- Professional/technical expertise
- Customer and patient focus
- Teamwork
- Valuing diversity
- Managing performance
- Leadership
- Planning and organizing
- Organizational savvy
- Process improvement
- Developing others
- Managing change
- Strategic view
- Assessing talent
- Relationship building
- Negotiating
- Handling Conflict
- Oral Communication

ELIGIBLE LIST INFORMATION An open merged eligible list will be established for CPHCS. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

POSITION DESCRIPTIONS AND LOCATION(S) As a Chief Executive Officer, Health Care (Safety), under the direct supervision of the Regional Health Care Program Administrator, the incumbent is responsible for planning, organizing, and to coordinate 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.

Positions exist statewide with the California Prison Health Care Services.

VETERANS POINTS/ CAREER CREDITS Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. 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) subdivisional 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.

The California Prison 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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).

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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS