



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
Health Facilities Evaluator II Supervisor**

Final File Date: Continuous
Bulletin Release Date: May 28, 2009

PROMOTIONAL ONLY

SZ63 - 8051 8H1AT



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. 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.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm . Applications may be filed in person or by mail with: <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-9212 SELECTION AND CERTIFICATION SECTION In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p align="center"><i>Do NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) and responses to the supplemental items must be submitted with the supplemental responses.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements. TESTING PERIOD: A candidate may be tested only once during a testing period. The testing period for this classification is 12 months.
SALARY RANGE(S)	\$4853 - \$5857 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health offers benefits in the following areas: <ul style="list-style-type: none"> ● Health, Dental, and Vision ● Cash Benefit Programs ● Disability Insurance ● Work, Home, and Family ● Beneficiary and Survivor Benefits ● Awards ● Retirement and Separation Benefits ● Flexible Schedules ● Public Transit Reimbursement (limits apply) <p>A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm</p>
POSITION DESCRIPTION	This level is a first-line supervisor of at least four field office staff of evaluators engaged in surveys for issuing and relocating health facility licenses, issuing citations and levying civil penalties, and determining program flexibility decisions; reviewing health facilities for participation in Federal Title 18 (Medicare) and Title 19 (Medi-Cal) programs; and may perform the more difficult and complex

*cited in Plott Nursing Home v. Burwell
No. 12-70174 archived on March 30, 2015*

	<p>surveys of health facilities. Positions in this class are supervisory, having authority in the interest of management to: hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, train, or discipline other employees; or responsibility to direct them, adjust their grievances, or effectively to recommend such action</p> <p>Positions exist with the California Department of Public Health statewide.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.</p> <p style="text-align: center;">Either I</p> <p>Two years of experience performing the duties of either (1) a Health Facilities Evaluator I, or (2) a Health Facilities Evaluator Nurse in the California state service.</p> <p style="text-align: center;">Or II</p> <p>Education: Equivalent to graduation from a four-year college or university with a degree in a recognized health field, i.e., microbiology, laboratory technology, nursing, physical therapy, psychology, medical social work, or other health related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and</p> <p>Experience: Three years of professional administrative experience requiring definition and implementation of operational program policy in the direction of a health facility program involving patient care or in a public health activity directly related to health facility management or operations.</p>
GENERAL QUALIFICATIONS	<p>In addition to the scope defined on this announcement, candidates 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.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Supplemental Application that is weighted 100%. Applicants are required to respond to the following seven supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the supervisory level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be give to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.</p> <p>The California Department of Public Health 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 law and rules and all competitors will be notified.</p>
SUPPLEMENTAL APPLICATION INSTRUCTIONS	<p>Each applicant for this examination must complete and submit his/her responses to all seven supplemental items that follow. Applications received without responses to the supplemental items <u>will be rejected</u>.</p> <p>INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:</p> <ul style="list-style-type: none"> ● Your responses must be typewritten or generated by word processing on 8½" X 11" paper. ● Your responses must be limited to one page per item. ● Identify each page with your full name. ● Make sure your responses are complete, specific, clear, and concise. ● Answer each numbered item separately indicating the corresponding item number for each response. (You may include multiple responses on a single page.) ● Include place of employment, pertinent dates, duties performed, etc., when responding to

items.

- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL ITEMS

Supplemental Item #1

Health Facilities Evaluator II (Supervisor) positions require the ability to interpret state and federal laws, regulations, and policy and procedures administered by the Department of Public Health as they pertain to the planning, licensing, certification, inspection, and regulation of health facilities.

Describe your experience interpreting and applying state and federal laws, regulations, and policies and procedures administered by the Department of Public Health as they relate to the planning, licensing, certification and regulation of health facilities.

Supplemental Item #2

Health Facilities Evaluator II (Supervisor) positions require knowledge of the functions and techniques of health facility management, services, organization, and standards of patient care.

- Describe your knowledge and experience in planning, conducting, and documenting facility surveys.

Supplemental Item #3

Health Facilities Evaluator II (Supervisor) positions require an ability to use investigative methods and techniques and rules of evidence.

- Describe your knowledge and experience with investigative methods and techniques (including rules of evidence) as applied to a health facilities survey and/or evaluation.

Supplemental Item #4

Health Facilities Evaluator II (Supervisor) positions require the ability to design, develop, conduct, and provide a full range of in-service and out-service training for individuals and groups of evaluators. This requires knowledge of effective group and individual training techniques and methods, as well as principles of adult learning.

- Describe your experience in the design, development, conduct and evaluation of in-service (e.g., mentor, on-the-job-instructor, etc.) and out-service training (e.g., consultation, technical expert, etc.).

Supplemental Item #5

Health Facilities Evaluator II (Supervisor) positions require that you be able to perform assessment review of field staff work by securing accurate data, and recording and reporting data systematically. This includes the need to identify and maintain sensitive and confidential information.

- Describe your experience in using various methods of data collection in making assessments of staff performance and facility performance. In your response, include the methods and/or resources used and the reasons you chose those methods and/or resources.

Supplemental Item #6

Health Facilities Evaluator II (Supervisor) positions require the ability to analyze situations and information accurately, develop and evaluate alternatives, reach logical conclusions, and take appropriate action to implement effective changes as corrective actions to identified problems.

- Describe how you have used established protocols to resolve a problem, conduct an investigation or survey, prepare a bill analysis, or develop a policy or a procedure.

	<p>Supplemental Item #7</p> <p>Health Facilities Evaluator II (Supervisor) positions require the ability to plan, organize, direct, and control the work of others. This includes the knowledge of principles and practices of effective supervision and personnel relations, as well as the knowledge of principles, practices, and techniques used in administering a licensing and certification program.</p> <p>Describe your experience in planning, organizing, directing, and delegating the work of others including knowledge and experience of the principles and practices of effective supervision and personnel relations.</p>
<p>ELIGIBLE LIST INFORMATION</p>	<p>Possession of entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of the final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>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, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
<p>VETERANS PREFERENCE</p>	<p>Veterans preference credits are not granted in promotional examinations.</p>
<p>TELECOMMUNICATIONS DEVICE FOR THE DEAF</p>	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>

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