CALIFORNIA STATE GOVERNMENT*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

EMERGENCY MEDICAL SERVICES AUTHORITY

OPEN EXAMINATION
CONTINUOUS FILE
Spot -- Sacramento

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.

ASSOCIATE HEALTH PROGRAM ADVISER

8EMS-101 KY12-8337

WHO SHOULD APPLY

This is an OPEN examination for the Emergency Medical Services (EMS) Authority. The EMS Authority is seeking applications from professionals who meet the minimum qualifications as stated below, and who possess specialized knowledge in the areas of emergency medical services and/or disaster medical services. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or on www.spb.ca.gov and may be filed in person or by mail. Resumes alone will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.

CONTINUOUS TESTING – Testing is continuous and examination dates may be scheduled any time. Eligible lists will be merged. Accepted applicants will be notified by letter with testing date information. To learn more about the job and testing arrangements, contact the testing office.

Submit applications to: **Emergency Medical Services Authority**
1930 9th Street, Sacramento, CA 95814
(916) 322-4336

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the "Examination Application" (Form 678). You will be contacted to make special arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the minimum experience/education requirements at the time the application is filed. Your signature on your application indicates that you have read, understood and posses the qualifications required. 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.

Note: All applications must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service class titles. College course information must include title, semester or quarter credits, name of institution, completion dates and degree (if applicable). Applications received without this information may be rejected.

CROSS FILE – TWO CLASSES

If you meet the entrance requirements for this class and for the Health Program Specialist I, you may file for both exams on a single application.

SALARY RANGE

$4,400.00 - 5,348.00 (Salary current as of 2/1/2008)

EXAMINATION INFORMATION

Qualifications Appraisal – Weighted 100%

This examination will consist of a qualification appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing duties comparable to Health Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: Three years of progressively responsible experience in health program administration, at least one year of which shall have included significant responsibility in a program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration or a closely related health professional field may be substituted for one year of the required general experience.) (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration or a closely related field may be substituted for the two years of the required general experience.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience in public health or health program administration may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

This is the full journey level. Under direction, incumbents perform the more difficult and complex analytical duties involved in the planning, implementation, monitoring and evaluation of emergency medical services and disaster medical services programs or projects. An Associate Health Program Adviser may have lead responsibility, serve as a team leader on studies or projects or discrete program areas, or plan and perform staff work for health-related advisory committees.

CONTINUED ON REVERSE

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Additional education, training and experience in emergency medical services and/or disaster medical services are strongly preferred.

INTERVIEW SCOPE

A. Knowledge of:
   1. Public health, mental health and health care services programs and trends;
   2. Problems and procedures involved in establishing community relationships and assessing community health program needs and resources;
   3. Preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers;
   4. Principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports;
   5. Research and survey methods;
   6. Methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation;
   7. Procedures, planning, implementation and monitoring of programs;
   8. Design and plan for coordination of programs with Federal and local agencies; and,
   9. Legislative processes.

B. Ability to:
   1. Participate in the development of public health and health care projects;
   2. Apply health regulations, policies and procedures;
   3. Participate in monitoring and evaluating health programs and projects;
   4. Gather, analyze and organize data related to health programs;
   5. Analyze administrative problems and recommend effective action;
   6. Speak and write effectively;
   7. Act as program liaison with staff in other programs at the Federal, State, and local level;
   8. Participate in the planning, conducting and evaluating of field projects;
   9. Recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes;
   10. Analyze proposed legislation, regulations and health program standards;
   11. Provide consultation and technical assistance to local agencies; and,
   12. Serve on task forces and committees as a program representative.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established and merged with any existing EMS Authority HPS I list. All successful applicants will be merged onto the list in order of final score, regardless of date of the test. Testing periods for this classification is 24 months. You may test for this class only once in a testing period. Eligibility on this list will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS POINTS

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

QUESTIONS

If you have any questions concerning this announcement, please contact Karen DeGuire at (916) 322-4336, TDD (800) 735-2929.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Emergency Medical Services Authority (916) 322-4336 two weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the Emergency Medical Services Authority or online at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The Emergency Medical Services Authority reserves the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

EXAMINATION LOCATIONS: Interviews will be held in Sacramento only.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. 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.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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 finger printing may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

The Emergency Medical Services Authority utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TTY/TDD) and 1-800-735-2922 (VOICE).

Emergency Medical Services Authority
(916) 322-4336