



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

Dental Program Consultant

Exam Code: 2HAFF

Department: Department of Health Care
Services

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Enter Class Title – \$10,357.00 - \$14,209.00 per month.

View the [Dental Program Consultant class specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: The testing office will accept applications continuously. However, pre-established filing dates are scheduled every two months. The filing dates are:

March 30, 2023 June 30, 2023 September 29, 2023 December 28, 2023

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 **12** months.

How to Apply:

Candidates are required to submit the following two items by the established filing date:

- 1. Examination/Employment Application (STD 678)**
- 2. Training and Experience Evaluation**

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Experience Evaluation must be completed and submitted separately through Survey Monkey using the link under “Taking the

Examination” below.

To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by one of the cut-off dates. Applications postmarked or personally delivered after the cut-off date will be held and processed in the next examination administration. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
P.O. Box 997411, MS 1300
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 552-8270

MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

NOTE: Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, II, or III, etc.

Possession of the legal requirements for the practice of dentistry in California as determined by the California Board of Dental Examiners. (Applicants who are in the

process of securing approval of their qualifications by the Board of Dental Examiners will be admitted to the examination, but that Board must determine that all legal requirements have been met before candidates will be eligible for appointment.) **And**

Either I

In the California state service:

1. One year of experience performing the duties of a Dental Consultant II, Department of Health Services; or
2. Three years of experience performing the duties of a Dental Consultant I, Department of Health Services

Or II

Experience: Five years of experience in the practice of dentistry, including two years of administrative, supervisory, or consultant experience in a public health or welfare agency, or in a clinic, hospital, or resident institution.

POSITION DESCRIPTION

Under administrative direction, Dental Program Consultants serve as the Department's highest level dental consultant. Incumbents provide professional advice and guidance concerning scope and quality of dental benefits under the provisions of the Medi-Cal Program; and perform other related work.

Positions exist with the Department of Health Care Services in **Sacramento**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Training and Experience Evaluation – Weighted 100% of the final score.

No written test is required, and no interview will be conducted.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and experience over and above that which is required under "Minimum Qualifications".

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

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.

TAKING THE EXAMINATION

Take the [Dental Program Consultant Examination](#)

Note: Candidates must also submit an application following the instructions under “Application Instructions” above.

EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:

1. Principles and practices of general dentistry and dental surgery including its preventive aspects
2. Oral hygiene in relation to physical health
3. Interrelationships of federal, state, and local professional and voluntary public health and welfare agencies, and of the programs and services of such agencies
4. Principles of community organization and skill in their application

Ability to:

1. Direct the work of others
2. Formulate policies, standards, rules, and regulations for the dental aspects of the Medical Program
3. Evaluate the quality and scope of dental service provided under this Program
4. Analyze situations accurately and take effective action
5. Establish and maintain cooperative relations with those contacted in the work
6. Write effectively
7. Speak effectively before professional and lay groups

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.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of final scores regardless of the 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.

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.

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.

Veteran 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.

TESTING DEPARTMENT

Department of Health Care Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services
Attn: Selection and Certification Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 552-8270
California Relay Service: 1-800-735-2929 (TYY), 1-800-735-2922 (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.