



CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES

MEDICAL CONSULTANT I

Exam Code: 3HAAA

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Medical Consultant I – Range A: \$10,935 - \$14,999 per month.

Range B: \$11,463 - \$15,727 per month.

Range C: \$11,796 - \$16,184 per month.

View the [Medical Consultant I 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:

January 31, 2023

March 30, 2023

May 31, 2023

July 31, 2023

September 29, 2023

November 30, 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: 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) 345-7205

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 medicine in California as determined by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the California Board of Osteopathic Examiners. Applicants who are in the process of securing approval by the Medical Board of California (formerly known as California Board of Medical Quality Assurance) or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.

AND

One year of experience in the practice of medicine, exclusive of internship.

NOTE: Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

POSITION DESCRIPTION

Incumbents work either (1) in a region or district office to give professional advice and guidance on the medical aspects of one of the Department's programs; or (2) in a small district office to act as district administrator responsible for one of the Department's programs; or (3) in a staff capacity to assist in the review of work in the field to assure uniformity and quality of decisions, and in the development of policies and standards relative to the Department's programs; and to do other related work.

Positions exist with the Department of Health Care Services **statewide**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Evaluation of Education and Experience (E&E) – Weighted 100% of the final score.

No written test is required, and no interview will be conducted. An E&E examination is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this bulletin. Supplemental information will be accepted but competitors should read

this bulletin carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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 laws 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.

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 medicine and surgery with particular reference to the techniques and trends in the diagnosis of physical and mental handicaps and in treatment programs for such handicaps
2. Interrelationships of federal, state, and local professional and voluntary public health and welfare agencies and of the programs and services of such agencies
3. Principles of community organization and skill in their application
4. Principles of preventive medicine
5. The Department's Equal Employment Opportunity Program objectives
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

Ability to:

1. Interpret and apply the medical policies and standards of the Department's program of medical care
2. Promote the organization of community health resources and their effective utilization in a medical care program
3. Analyze situations accurately and take effective action
4. Establish and maintain cooperative relations with those contacted in the work
5. Write effectively
6. Speak effectively before professional and lay groups
7. Effectively contribute to the Department's equal employment opportunity objectives

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.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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) 345-7205
California Relay Service: 1-800-735-2929 (TTY), 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.

DIVERSITY, EQUITY, AND INCLUSION

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

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.