



CONTINUOUS EXAMINATION

OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS

CHIEF PHYSICIAN & SURGEON

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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 an open, spot examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to **ONE** address indicated below. Do not submit multiple Examination and/or Employment Application forms; you must choose the location that you are willing to work at to submit your Examination and/or Employment Application form. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

ATASCADERO STATE HOSPITAL  
EMPLOYMENT OFFICE  
P.O. BOX 7005  
ATASCADERO, CA 93423  
(805) 468-3384 / TDD (803) 468-2009

COALINGA STATE HOSPITAL  
SELECTION SERVICES UNIT  
P.O. BOX 5002  
COALINGA, CA 93210  
(559) 935-4305 / TDD (559) 863-1743

METROPOLITAN STATE HOSPITAL  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 863-7011 / TDD (562) 863-1743

NAPA STATE HOSPITAL  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558-6293  
(707) 253-5611 / TDD (707) 253-5768

PATTON STATE HOSPITAL  
HUMAN RESOURCES-EXAMS/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

Continuous Testing – No Final File Date. Testing is considered continuous as dates can be set at any time.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION REQUIRED**

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

**EXAMINATION DATES**

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SALARY RANGE**

<u>Atascadero</u>	<u>Coalinga</u>	<u>Metropolitan</u>
S: \$12,592 - \$14,883	S: \$12,592 - \$14,883	V: \$14,883
T: \$13,255 - \$15,667	T: \$13,255 - \$15,667	W: \$15,667
U: \$13,918 - \$16,450	U: \$13,918 - \$16,450	Y: \$16,450
V: \$14,883	V: \$14,883	
W: \$15,667	W: \$15,667	
Y: \$16,450		
	<u>Napa</u>	<u>Patton</u>
	V: \$14,883	S: \$12,592 - \$14,883
	W: \$15,667	T: \$13,255 - \$15,667
	Y: \$16,450	U: \$13,918 - \$16,450
		V: \$14,883
		W: \$15,667
		Y: \$16,450

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.**

**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 possessing 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.

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the 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**

Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Board as a specialist in one of the fields of medicine, or eligibility for examination for such a certificate as evidenced by a written statement from the Secretary of an American Specialty Board or an American Osteopathic Board. (Applicants who are in the process of establishing specialty board eligibility will be admitted to the examination but the required verification must be submitted before appointment.)

**POSITION DESCRIPTION**

Under general direction, to (1) serve as a chief of service in charge of a major general medical and surgical subdivision in a large State hospital; and to do other related work, or (2) supervise physicians and other professional personnel giving medical and psychiatric care to patients; to give medical services to such patients; and to do other related work.

**POSITION LOCATION(S)**

Positions are located at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals.

**EXAMINATION INFORMATION**

**This examination will consist of a Qualifications Appraisal Panel interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. *Candidates who do not appear for the interview will be disqualified.***

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

## EXAMINATION SCOPE

## Qualifications Appraisal – Weighted 100%

## Knowledge of:

1. Principles and methods of general medicine and surgery and skill in their application.
2. Principles of psychiatry and neurology.
3. Principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other ancillary medical sources.
4. Current developments and trends in general medicine, surgery, and psychiatry.
5. Principles and practices of hospital administration and personnel management.
6. Program development and evaluation.
7. Principles, methods, and objectives of training treatment personnel.
8. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

## Ability to:

1. Direct and coordinate complex and varied activities in the field of general medicine and surgery.
2. Promote and enforce the health care facility administrative policies and procedures that are in compliance with departmental policies, applicable federal, state, local laws and regulations and accreditation.
3. Analyze situations accurately and take effective action.
4. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## ELIGIBLE LIST INFORMATION

Departmental open eligible lists will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals only. Names of successful competitors are merged onto the lists in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the lists warrant a change in this period.

## VETERANS PREFERENCE

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

## GENERAL INFORMATION

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of Mental 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.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**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. 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 this bulletin.

**General Qualifications:** Competitors 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 fingerprinting may be required.

**Veterans' Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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**DEPARTMENT OF MENTAL HEALTH**1600 9<sup>th</sup> Street, Room 121

Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**