



CALIFORNIA DEPARTMENT OF

# Mental Health

[www.dmh.ca.gov](http://www.dmh.ca.gov)

## PROMOTIONAL EXAMINATION FOR DEPARTMENT OF MENTAL HEALTH

### MENTAL HEALTH PROGRAM ADMINISTRATOR

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 a promotional examination for the Department of Mental Health. Examination and/or Employment Applications will not be accepted on an open basis. Career credits do not apply.

#### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **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:

**DEPARTMENT OF MENTAL HEALTH  
SELECTION SERVICES UNIT  
1600 9<sup>TH</sup> STREET, ROOM 121  
SACRAMENTO, CA 95814  
(916) 654-2351**

**California Relay for the hearing impaired:**  
From a TDD Phone (800) 735-2929  
From a Voice Phone (800) 735-2922

#### EXAMINATION ELIGIBILITY LIMITATION

Competitors must have a permanent civil service appointment with the Department of Mental Health or meet the provisions of State Personnel Board Rules 234 or 235 as of the final filing date in order to take this examination.

#### FINAL FILE DATE

**SEPTEMBER 3, 2009.** Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

#### 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.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**MENTAL HEALTH PROGRAM ADMINISTRATOR K140/8370/9MH09**

**Final Filing Date: 09/03/2009**

**TESTING PERIODS**

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

**EXAMINATION DATES**

Qualifications Appraisal: It is anticipated that interviews will be held during September or October, 2009.

**SALARY RANGE**

\$6,779 – \$7,474

**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 final filing date.

**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.

**Either I**

One year of experience in California state service performing duties in a related program for the mentally disabled comparable to those performed by a Mental Health Program Supervisor. **Or**

Two years of experience in California state service performing duties in a program for the mentally disabled comparable to those performed by a Staff Mental Health Specialist. **Or**

One year of experience directing the activities of a multidisciplinary treatment staff in a State hospital in the Department of Mental Health at a level of responsibility equivalent to that of a Program Director.

**Or II**

Five years of broad and extensive experience either: (1) performing analytical staff work in planning, costing, and monitoring of a program for the mentally disabled (experience applied toward this pattern must include at least two years performing duties comparable to those performed by a Staff Mental Health Specialist); or (2) directing the activities of a multidisciplinary treatment staff for the mentally disabled, including at least one year at a level of responsibility equivalent to that of a Program Director in a State hospital for the mentally disabled. **AND**

Education Requirements: Equivalent to graduation from college. (Supervisory, administrative, or clinical experience in the field of mental health may be substituted for the required education on a year- for-year basis.)

(Possession of a Master's Degree in Psychology, Social Work, Rehabilitation, Nursing, Public Administration, or closely related field may be substituted for two years of the required nonsupervisory experience. Candidates who possess three years of the required experience and are in their final quarter or semester of completing the required course work will be admitted to the examination, but they must produce evidence of successful completion before they may be considered eligible for appointment.)

**DEFINITION OF TERMS**

**"equivalent to graduation from college"** means a bachelor's (four year) degree from an accredited college.

**"duties comparable to those of"** means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

<b>POSITION DESCRIPTION</b>	Positions at this level have full management and supervisory responsibility over a staff of 11 or more Mental Health Program Supervisors, Staff Mental Health Specialists or professional level analytical, clinical, or contract staff. Incumbents are responsible for: formulating and recommending policies and procedures on highly sensitive issues impacting program development efforts; directing and implementing policies and procedures affecting the mental health system; representing the Department at legislative and public hearings; assisting in planning efforts for the statewide delivery of mental health services; and negotiating with and assisting the leadership of community groups and private agencies, Federal and local government, mental health agencies and service providers, and mental health boards and commissions.
<b>POSITION LOCATION(S)</b>	Positions are currently located at Sacramento Headquarters. *Positions may become available throughout the Department of Mental Health at the State Hospitals/Psychiatric Facilities.  *Allocation approval required.
<b>EXAMINATION INFORMATION</b>	<b>This examination will consist of a Qualifications Appraisal, weighted 100%.</b> In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b><i>Candidates who do not appear for the interview will be disqualified.</i></b>
<b>EXAMINATION SCOPE</b>	<p style="text-align: center;"><b>Qualifications Appraisal – Weighted 100%</b></p> <p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Principles and practices of public administration, and budgetary preparation and control.</li> <li>2. Methods of clinical treatment of mentally disabled clients.</li> <li>3. Mental health planning and procedures.</li> <li>4. Social aspects of mental and emotional disturbance and mental illness.</li> <li>5. Current trends in mental health, public health, public welfare, and governmental budgeting.</li> <li>6. Techniques, trends, and problems in the operation of public and private mental health institutions.</li> <li>7. Programs and trends in community or forensic mental health services in California.</li> <li>8. Principles and practices of organization and fiscal management.</li> <li>9. Principles of personnel administration and supervision.</li> <li>10. Principles, practices, programs, problems, and trends in mental health administration.</li> <li>11. Principles of community organization and functions of public and private agencies concerned with mental health.</li> <li>12. A manager's responsibility for promoting equal employment opportunity in hiring, employee development, and promotion.</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Analyze situations accurately and take effective action.</li> <li>2. Develop cooperative working relationships with community or forensic mental health administrators and health professionals.</li> <li>3. Interpret mental health-related laws and their application to program situations.</li> <li>4. Communicate effectively both orally and in writing.</li> <li>5. Work independently in identifying mental health program deficits and needs.</li> <li>6. Developing recommendations for improvement of service delivery systems.</li> <li>7. Develop program policies, standards, and procedures.</li> <li>8. Supervise and administer subordinate staff.</li> <li>9. Supervise a multidisciplinary professionals and paraprofessionals team.</li> <li>10. Effectively promote equal employment opportunity in hiring, promotion, and employee development, and for maintaining a work environment that is free of discrimination and harassment.</li> </ol>
<b>ELIGIBLE LIST INFORMATION</b>	A promotional eligible list will be established for the Department of Mental Health. The eligible list will be used to fill vacancies at Department of Mental Health only. The list will be in effect for a minimum of 12 months. It will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.
<b>VETERANS PREFERENCE</b>	Veteran's preference credit is not granted in promotional examinations.

## 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.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

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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