CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

RECEIVER'S CLINICAL EXECUTIVE (SAFETY)

Exam Code: 1RC25

Department: California Correctional Health Care Services
Exam Type: Departmental, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Receiver's Clinical Executive (Safety) (8200): $8,872 - $15,738 per month.

View the **classification specification** for the Receiver's Clinical Executive (Safety) classification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Cutoff Date: Online, 24/7

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 six (6) months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Examination" section.

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.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Receiver's Clinical Executive (Safety)

Possession of a current and unencumbered license or credential appropriate for the given discipline, e.g., license or certification by the California Board of Pharmacy, American Registry of Radiologic Technology (AART), California Department of Public Health Laboratory Field Services, California Board of Optometry, California Board of Podiatric Medicine, California Board of Respiratory Care, Commission on Dietetic Registration, California Board of Physical Therapy, California Board of Occupational Therapy, California Board of Speech-Language Pathology and Audiology. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.). **And**

Experience: Five years of clinical experience appropriate for the given discipline in a comprehensive medical setting, at least two years of which must have been over a defined program with full authority to hire, evaluate, conduct quality reviews, and have responsibility for practical practice development and discipline.

Special Personal Characteristics: Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

Special Physical Characteristics: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

Additional Desirable Qualifications: Clinical experience in a correctional facility; and experience in health care program design and development.

Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).

POSITION DESCRIPTION

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Pharmacy: Pharmacy services are provided via licensed pharmacies in local institutions supported by headquarters pharmacy leadership and the statewide Pharmacy and Therapeutics Committee. Pharmacy executives are responsible for statewide procurement and for a statewide coordinated system for inventory control, distribution and storage of all medications in compliance with federal and state laws and regulations, as well as for the planning, operations, policy, personnel, quality, and financial functions described above.

Radiology: Radiology services include general radiography, fluoroscopy, computed tomography, magnetic resonance, ultrasound, and mammography. Radiology executives are responsible for ensuring an integrated and coordinated approach to meeting patients' radiology needs through a combination of stationary and mobile, on-site and off-site equipment, staff, and providers increasingly supported by telemedicine and health information technology; for ensuring that engineering and maintenance services are adequate; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Laboratory: Laboratory services include phlebotomy and other sample collection procedures, transfusion management, and analysis via chemistry, hematology, microbiology, histology and cytology. Laboratory executives are responsible for ensuring that patients' laboratory needs are met through an integrated combination of equipment, staff, and providers, both on-site and off-site; for ensuring that engineering and maintenance services are adequate; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Optometry: Optometry services are provided to patients primarily on-site. Optometry executives are responsible for ensuring that patients' optometry needs are met; for ensuring that optometry and ophthalmology services are integrated; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Podiatry: Podiatry services are provided to patients primarily on-site. Podiatry executives are responsible for ensuring that patients' podiatry needs are met; for ensuring that podiatrists work in concert with primary care providers, surgeons, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Respiratory: Respiratory care services are provided onsite or off-site to patients with acute or chronic respiratory conditions. Respiratory care executives are responsible for ensuring that patients' respiratory care needs are met; for ensuring that respiratory therapists work in concert with primary care providers, medical specialists, nurses, and

other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Dietary: Dietary services encompass oversight of nutritional programs and individual patient dietary care. Dietary executives are responsible for ensuring that patients' nutritional and dietary care needs are met; for ensuring that dietitians work in concert with primary care providers, medical specialists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Rehabilitation: Rehabilitation services encompass physical therapy, occupational therapy, speech therapy, audiology, and recreational therapy services, that may be provided onsite or off-site to enable patient recovery or maintenance of function. Rehabilitation services executives are responsible for ensuring that patients' rehabilitation needs are met; for ensuring that rehabilitation staff members work in concert with primary care providers, physiatrists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Position exist at Headquarters in Elk Grove.

EXAMINATION SCOPE

This examination consists of the following components:

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

The examination will consists solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant's:

Required Core Competencies:

- **Professional/technical expertise**
- **Customer and patient focus**
- **Teamwork**
- **Valuing diversity**
- **Managing performance**
- **Leadership**
- **Planning and organizing**
- **Organizational savvy**
- **Process improvement**
- **Developing others**
- **Managing change**

- **Strategic view**
- **Assessing Talent**
- **Relationship Building**
- **Negotiating**
- **Handling Conflict**
- **Oral Communication**

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Receiver's Clinical Executive (Safety) classification will be established for:

California Correctional Health Care Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **48 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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.

Veterans' 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.

EXAMINATION INFORMATION

Preview the Training and Experience Evaluation

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the examination.

In an effort to streamline the examination process, please create a CalCareer Account with the California Department of Human Resources. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, Click here.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination for the **Receiver's Clinical Executive (Safety)** classification.

TESTING DEPARTMENTS

California Correctional Health Care Services

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Correctional Health Care Services
Attn: Executive Recruitment and Selection Unit
8280 Longleaf Drive
Elk Grove, CA 95758

Phone: (916) 691-5894
Email: CPHCSSelectionServices@cdcr.ca.gov
California Relay Service: 7-1-1 (TTY and 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD Form 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account.**

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Correctional Health Care Services 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 laws and rules and all applicants will be notified.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: 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) 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 the bulletin.

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 form 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.

This bulletin cancels and supersedes all previously issued bulletins.