



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



MEDICAL RECORD DIRECTOR

OPEN-SPOT

3SNEA

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

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

SPOT FOR: SONOMA DEVELOPMENTAL CENTER

FINAL FILING DATE: CONTINUOUS

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

Applications may be downloaded from the California Human Resources Department website at www.calhr.ca.gov. Applications (STD-678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center
Human Resources Examination Department – Room 124
15000 Arnold Drive
P.O. Box 1493
Eldridge, CA 95431

DO NOT SUBMIT APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES. If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

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

QUALIFICATIONS APPRAISAL: Applications will be accepted on a continuous basis. Examinations for this classification will be administered at the discretion of the appointing authority when it is determined that a sufficient candidate pool exists to administer an exam.

SALARY RANGE: Range T: \$4,061 - \$5,084 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED. 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 qualifying 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.

MINIMUM QUALIFICATIONS
Either I

Registration by the American Medical Record Association as a Registered Record Administrator or eligibility for examination for registration. (Applicants who are not Registered Record Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.) and

Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records

personnel or consultation to the clinical staff on the quality of medical records.

Or II

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.) And

Experience: Four years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

Or III

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.) and

Experience: Two years of experience performing the duties of a Health Records Technician III in the California state service.

THE POSITION: Under general direction plans, develops, manages a comprehensive health records system of administrative and clinical data in the Medical Records section of each State hospital, licensed care facility, or correctional facility; manages/directs staff and oversees a health record system that meets medical, administrative, legal, ethical regulatory agency, and facility requirements; does other related work.

TYPICAL TASKS: Plans, develops, and directs a health records system to meet the facility's goals, standards of accreditation, third-party payor, and regulatory agency requirements; develops and implements policies and procedures for information handling and dissemination in accordance with professional ethics and in conformity with applicable Federal, State, and local statutes and regulations; develops methods for and conducts evaluation of health record content; collects and analyzes health record data for statistical, reimbursement, and patient care evaluation; advises and assists with implementation relative to health record policies; complies and/or assists in maintaining a complete computerized health record system; manages health record data to link clinical data to reimbursement; is the resource person for Federal and State regulations, Medicare, Medi-Cal, and other third-party payor provider reviews, and utilization review of program requirements; liaison between the facility and programs; serves as an integral part of the facility-wide quality assurance program; coordinates the activities of the utilization review program and medical record committee; serves as a member of other clinical and administrative committees; develops in-service educational materials and conducts instructional programs for health record, administrative, and clinical staff; assists in scientific research and compiles statistical analyses; and develops and maintains health data retention schedules and retrieval systems.

SEE REVERSE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION: This Examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Qualifications Appraisal – Weighted 100%

Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

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 his or her 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.

Knowledge of:

1. Principles, methods, procedures, and current trends in health information systems and management of health record department;
2. Accreditation, certification, and licensing standards;
3. Quality assurance standards and techniques;
4. Qualitative and quantitative analysis of health records;
5. Techniques of word processing and transcription;
6. Diagnostic nomenclatures, classification systems, data abstracting, and retrieval techniques;
7. Data processing and computer systems;
8. Clinical and legal terminology;
9. Health records systems design and form control; current trends of health records data management and linkage of clinical data to reimbursement;
10. Organization and management concepts and functions;
11. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Plan and direct the work of others;
2. Analyze policies, procedures, laws and regulations, and apply state-of-the-art knowledge to determine an effective course of action;
3. Communicate effectively;
4. Coordinate with clinical and administrative staff;
5. Develop data display techniques and research methodologies; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Eligibility expires 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

LIST RESTRICTION: Transfer of list eligibility is restricted. You should take this examination ONLY if you wish to work for the Sonoma Developmental Center. Transfer of list eligibility will be permitted between spot lists provided the requesting eligible can show "Proof of change in residence" after the final file date of this examination. "Proof of change in residence" shall be defined as providing a copy of a utility bill (e.g. gas, electric, telephone) reflecting the requesting eligible name, new address, and start date of new service.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information obtained on the background investigation document is used to conduct background investigations and/or to determine an individual's suitability for employment.

DRUG TESTING REQUIREMENT: Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

VETERAN'S PREFERENCE: Veteran's Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores. **THE STATE PERSONNEL BOARD** 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 competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant. **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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

GENERAL QUALIFICATIONS: Candidates 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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breath and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate is considered to have the 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.