



California Public Employees Retirement System

MEDICAL CONSULTANT I
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY
EXAM CODE: 4PABK
CONTINUOUS EXAMINATION FILING

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

WHO MAY APPLY This is an OPEN – SPOT Continuous File examination for the Public Employees’ Retirement System (CalPERS). Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS All applicants must submit a Standard State Application (678) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be emailed the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at https://jobs.ca.gov/pdf/std678.pdf and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed will not be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE INCLUDE EXAM CODE 4PABK ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE CONTINUOUS FILE Applications will be accepted on a Continuous basis.

SPECIAL TESTING ARRANGEMENTS If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

MONTHLY SALARY RANGE Minimum \$9,152 Maximum \$13,547

POSITION DESCRIPTION AND LOCATION Under direction, (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 the work of 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 California Public Employees’ Retirement System in Sacramento California.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.

**EXAMINATION
INFORMATION****TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

NOTE: Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

CalPERS and the California Department of Human Resources (CalHR) reserve 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.

**MINIMUM
QUALIFICATIONS**

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 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

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

**EXAMINATION
SCOPE****TRAINING AND EXPERIENCE - WEIGHTED 100.00%****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 disabilities and in treatment programs for such disabilities.
2. Current medical practices and standards of health care.
3. Medical, surgical, diagnostic, scientific and therapeutic procedures provided in hospitals, skilled nursing homes and other medical care providers.

Skill to:

1. Review summaries and reports and make decisions to solve problems and/or to achieve work objectives articulating and expressing those solutions and goals.
2. Use computer for research and preparation of reports.

Ability to:

1. Evaluate individual medical techniques and performance to ensure appropriate quality of medical care.
2. Verbally communicate effectively.
3. Communicate effectively in writing.
4. Establish and maintain effective working relationships with other employees and the public.
5. Interpret and apply the medical policies, standards, rules and regulations.
6. Analyze situations accurately and take effective action.
7. Comply with HIPAA requirements and the protection of sensitive data.
8. Complete assignments in a timely and efficient manner.
9. Work within short time frames to meet program needs.
10. Consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.
11. Work independently.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

**VETERANS
PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

**ELIGIBLE LIST
INFORMATION**

Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.

**CONTACT
INFORMATION**

If you have any questions regarding this announcement, please contact:

Exam Analyst Melinda Mercado (916) 795-9789

CalPERS Exam Services Unit

400 P Street, Suite LPN 3260

Sacramento, CA 95811

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to 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. For more information, you may refer to the classification specification. <https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 will be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 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.

Veterans Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.